



HOE VALLEY SCHOOL

ARTIFICIAL INTELLIGENCE (AI) POLICY FOR STAFF

Person Responsible: Head Teacher
Date Adopted: Summer 2025
Date of last review: Summer 2025
Date of next review: Summer 2026

BACKGROUND & INTRODUCTION

Although Data Protection law does not specifically define or discuss the guidelines for Artificial Intelligence ('AI'), the guidance from the Information Commissioner's Office and the UK government defines it as using non-human systems to imitate human intelligence. In this time of constant development and increased usage, there is a need to provide an awareness of how AI will be used by the school and the guidelines for usage by pupils, especially if being used to complete school work.

The Hoe Valley School policy aims to harness the power of Artificial Intelligence (AI) to enhance educational experiences, support staff wellbeing through workload reduction, and promote an understanding and ethical use of AI among students and staff. A key focus is on safeguarding data privacy in compliance with UK GDPR. This policy outlines clear guidelines for approval and accountability, ensuring responsible and effective integration of AI technologies in our educational framework. Through this policy, we are committed to balancing innovation with ethical responsibility, fostering an inclusive and advanced learning environment.

We permit the informed and responsible use of authorised AI applications by staff, in carrying out specific and authorised tasks. This policy must be complied with when using AI to carry out such tasks. The purpose of this policy is to set out our rules on the use of AI in the workplace and how it should be adopted by staff to ensure we maximise the benefits of AI while minimising any risks or concerns.

Where personal data is used with AI applications, an ICO risk assessment and/or data protection impact assessment ('DPIA') has been carried out to ensure transparency in how AI will be used and what mitigating steps have been taken to reduce any potential risk of harm to students, staff and any other data subjects whose data might be shared with the authorised systems.

This policy covers all employees, officers, consultants, contractors, volunteers, interns, casual workers and agency workers.

OBJECTIVES

Hoe Valley School's AI policies are designed:

- To enhance the educational experience through the integration of AI.
- To support staff wellbeing through workload reduction using AI.
- To promote an understanding and ethical use of AI among students and staff.
- To protect the data privacy and rights of our school community in line with UK GDPR.

Student usage of AI

As part of this policy, staff should be aware of how the school permits limited student usage of AI applications in accordance with the AI policy for students. It is important to monitor student usage whilst in class and for prep/homework to ensure compliance with this policy or how to monitor when reviewing homework.

For students, they must sign an Acceptable Use Statement to ensure appropriate usage of AI and they are reminded of the permitted usage along with an outline of what classes as AI misuse.

The school permits student usage of AI in the following circumstances:

- (a) As a research tool
- (b) Idea generation for projects
- (c) For use with coursework or prep/homework with the above requirements fulfilled

Examples of AI misuse include, but are not limited to, the following:

- Copying or paraphrasing sections of AI-generated content so that the work is no longer the student's own;
- Copying or paraphrasing whole responses of AI-generated content;
- Using AI to complete parts of the assessment so that the work does not reflect the student's own work, analysis, evaluation or calculations;
- Failing to acknowledge use of AI tools when they have been used as a source of information;
- Incomplete or poor acknowledgement of AI tools; or
- Submitting work with intentionally incomplete or misleading references.

Authorised AI applications

The school allow access to the following AI applications for business purposes; Google Gemini, Microsoft CoPilot and ChatGPT.

The listed AI applications may be updated at any time. Should staff wish to use another AI application not listed, they must contact the school's IT Manager to review permission to do so.

Authorised usage of AI for Staff

Authorised AI applications must only be used by staff for the following business purposes:

- (a) Drafting internal guidance, training and presentations;
- (b) Lesson planning
- (c) Conducting research
- (d) Developing code
- (e) Providing summaries
- (f) Idea generation

All other purposes must be authorised in advance by the Headteacher.

Before using any AI applications, staff will be provided training to ensure human reviewers (those who conduct monitoring of these applications) have a correct understanding and do not add any bias into the AI systems.

Data Privacy

Personal data including school email address and full name is shared in line with the school's privacy notices and the key principles laid out by the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR). Google Gemini and Microsoft Copilot do not use prompts or user data to train their platforms. ChatGPT offers an opt-out.

Monitoring

We reserve the right to monitor all content on any AI applications used for business purposes. This will only be carried out by the school to comply with a legal obligation or for our legitimate business purposes, in order to:

- (a) prevent misuse of the content and protect confidential information (and the confidential information of our students, staff or other stakeholders);
- (b) ensure compliance with our rules, standards of conduct and policies in force;
- (c) monitor performance at work;
- (d) ensure that staff do not use AI for any unlawful purposes or activities;
- (e) comply with legislation for the protection of intellectual property rights;

The school will also conduct monitoring under our E-Safety Policy.

Breach of this policy

Breach of this policy may, where appropriate, result in disciplinary action up to and including dismissal or termination of your employment or engagement with us.

Where disciplinary action is appropriate, it may be taken whether the breach is committed during or outside normal hours of work and whether or not use of AI is on an individual's own device or one of our devices, and whether at home, in the office or from a remote working location.

You are required to assist with any investigation into a suspected breach of this policy. This may involve providing us with access to AI applications (whether or not this is an authorised application)] and any relevant passwords and login details.

You must report any breach of this policy immediately to your line manager **OR** the School's Internal Compliance Officer in the first instance. We advise referring to the school's current data breach policy which can be found on the school website.

Related Policies

Staff should refer to the following policies that are related to this AI Staff Policy: -

- Diversity, Equity and Inclusion Policy
- Staff Code of Conduct
- Data Protection Policy
- Privacy Policy for staff.
- E-Safety Policy

These policies are available on the school website, in the shared G drives or upon request from the school office.

Appendix A – Acceptable Use Statement – Staff usage of AI

This Acceptable Use Statement is designed to ensure appropriate use of AI by staff, ensuring it is consistent with the schools permitted usage detailed within the AI staff policy.

AI tools can only be used as set out within this policy and any additional usage will be reviewed and updated within the policy.