

Person Responsible:	G. Rughoobeer (DSL/Head of Compliance), ratified by B. Elkins (Headteacher)
Last reviewed on:	November 2024
Next review due by:	November 2025
Created:	November 2024
Revisions:	

Gretton School is owned and operated by Newcome Education, a subsidiary group of Cavendish Education.

This policy is one of a series of school policies that, taken together, are designed to form a comprehensive statement of the school's aspiration to provide an outstanding education for each and every one of its students and of the mechanisms and procedures in place to achieve this. Accordingly, this policy should be read alongside all of these policies in order to ensure an awareness of the bigger picture. In particular it should be read in conjunction with the Equality Policy, the Health and Safety Policy and the Safeguarding Children and Child Protection Policy.

All of these policies have been written, not simply to meet statutory and other requirements, but to evidence the work that the whole school is undertaking to ensure the implementation of its core values.

In all the school's policies, unless the specific context requires otherwise, the word "parent" is used in terms of Section 576 of the Education Act 1996, which states that a 'parent', in relation to a child or young person, includes any person who is not a parent (from which can be inferred 'biological parent') but who has parental responsibility

, or who has care of the child. [Department for Education guidance](#) considers a 'parent' to include:

- *all biological parents, whether they are married or not*
- *any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative*
- *any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person*

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

The school employs the services of the following consulting companies to ensure regulatory compliance and the implementation of best practice:

- *Peninsula HROnline*
- *Peninsula BusinessSafe (Health and Safety)*
- *Carecheck (DBS)*
- *Educare (online CPD)*

1 INTRODUCTION

What is AI?

Artificial Intelligence is technology that enables computers and machines to stimulate human intelligence and problem-solving capabilities.

This policy applies to learners and staff at Gretton School.

This policy is available electronically or in hardcopy and can be provided upon request to the Headteacher's office. It can also be made available in larger print or in a more accessible format if required.

This policy should be read in conjunction with the school's malpractice policy.

The procedures set out below may be adapted on occasion as appropriate to meet the policy aims and the circumstances of each case.

2 VALUES

2.1 Gretton School harnesses the power of AI to enhance education, support learners and teachers, and create inclusive learning environments. Gretton School recognises that AI is a fast-moving technological development and will update its AI policy as required.

2.2 **Transparency:** Gretton School is transparent and accountable in its AI decision-making processes.

2.3 **Understanding AI:** AI will soon be a part of most productivity and creativity tools, blending with human output. Gretton School aims to guide users to use AI effectively and make good decisions.

2.4 **AI accuracy and bias:** Gretton School is mindful of identifying biases that derive from the data AI has been trained on or the ethical overlay that humans have added.

2.5 **AI limitations:** While recognising and utilising the power of AI for educational benefits and organisational, strategic planning and performance, Gretton School also acknowledges its limitations.

2.6 **Equity and inclusivity:** Gretton School considers using AI to broaden its communities, bridge the digital divide, and create a supportive and inclusive AI culture.

2.7 **Mental Health:** Gretton School is mindful of the potential of AI to impact both positively and negatively on mental health and teaches learners to use it safely and responsibly.

2.8 **Learner Empowerment:** AI encourages active engagement, independent thinking, and the development of skills and attitudes for life. The capacity of AI to 'steal the struggle' from learners is acknowledged and should be avoided.

2.9 **Creative Collaboration:** Gretton School embraces AI's opportunities to work together to be creators, not just content generators.

3 AI MISUSE IN ASSESSMENTS

3.1 Our school abides by the JCQ AI Use in Assessments Policy. All relevant staff at Gretton School are trained in / briefed about the JCQ AI Use in Assessment Policy.

3.2 AI tools must only be used when the conditions of the assessment permit the use of the internet and where the learner is able to demonstrate that the final submission is the product of their own independent work and independent thinking.

3.3 Where AI tools have been used as a source of information, a learner's acknowledgement must show the name of the AI source used and should show the date the content was generated.

3.4 Gretton School Staff are also trained to identify and respond to the misuse of AI. Teachers engage in ongoing professional development to understand the capabilities and, importantly, the limitations of AI tools. This knowledge enables them to effectively integrate AI outputs into their teaching strategies.

4 AI MISCONDUCT POLICY

4.1 Gretton School learners are prohibited from using AI to create and / or distribute content that is discriminatory, harmful, offensive, or intentionally biased. Inappropriate usage of AI and breaches of this policy are addressed in line with the school's behaviour policy.

4.2 Learners who do not use AI tools responsibly may be subject to sanctions, either at an internal school level or externally, if work is submitted for broader assessment.

4.3 When it relates to Non Exam Assessment, learners are required to sign authentication statements, and any suspected misuse of AI will need to be reported to the relevant awarding body.

5 SAFEGUARDING AND SAFE INTERNET USE

5.1 Gretton School recognises the importance of learners' wellbeing and safe use of the internet. Learners will only use AI in a safe and responsible manner. Teachers and staff educate learners on the safe use of AI and the internet. The school's safeguarding policies are followed to ensure the safety and wellbeing of learners.

6 AI CHAT PLATFORMS

6.1 AI Chat platforms are advanced language models developed by Open AI, and others such as Google Gemini, that use artificial intelligence to generate human-like text responses. As a tool for communication and learning, AI Chat platforms can be beneficial for school users. However, it is important to establish guidelines and policies to ensure the responsible and ethical use of AI Chat platforms within the school environment to provide guidance on appropriate use and to promote a safe and respectful online environment.

6.2 Authorised and Responsible Use

AI Chat platforms may only be used by Gretton School Staff on school-issued or school-related devices and / or for school-related purposes who have been granted access by the IT administration. Gretton School expects all school users to use AI Chat platforms responsibly. This includes:

- School Staff use AI Chat platforms for educational purposes, such as research, writing assistance, asking questions, seeking clarification, or exploring different topics and information gathering.
- School Staff are responsible for their interactions and the content they generate using AI Chat platforms.
- School Staff ensure that their use of AI Chat platforms aligns with ethical practices and complies with relevant laws and regulations.
- School Staff are not to use AI Chat platforms for any illegal, harmful, or malicious activities, including but not limited to plagiarism, cheating, or engaging in cyberbullying.
- School Staff only engage in conversations with AI Chat platforms that are appropriate, respectful, and in line with Newcome and Cavendish Education policies.

6.3 Awareness of Potential Risks

While AI Chat platforms can be valuable tools, it is important for Gretton School Staff to be aware of the potential risks involved. These risks include, but are not limited to:

- Inaccurate or unreliable information also known as Hallucinations
- AI Chat platforms generate responses based on patterns in the data it has been trained on, which may include incorrect or outdated information.
- **Privacy and security concerns:** AI Chat platforms may ask for personal information (Personal identifiable information (PII)), such as names, addresses, or contact details, or financial information. School Staff are to avoid providing any sensitive or personal information while interacting with AI Chat platforms.
- **Inappropriate content:** AI Chat platforms may generate responses that are inappropriate, offensive, or against Gretton School policies. School Staff should report any such content to the IT Department.
- School Staff will report any suspicious or inappropriate behaviour observed while using AI Chat platforms to their Headteacher the IT Department, or any designated authority

6.4 Reporting Concerns

If any Gretton School Staff encounter inappropriate or concerning content while using AI Chat platforms, they will immediately report it to their Headteacher, the IT Department, or any designated authority. Prompt reporting will help us take necessary actions to address the issue.

7 REVIEW OF IMPLEMENTATION

7.1 The implementation of this Policy is reviewed every year by the school's Senior Leadership Team in consultation with staff and a report is made to the Governance Body.

7.2 The school may submit to Cavendish Education proposals for amendments to this Policy.

AI Policy

