ARTIFICIAL INTELLIGENCE POLICY FOR STUDENTS

AI Technology
This policy is about using Artificial Intelligence, or AI for short. Think of AI as clever computer programs that can do things that seem like human thinking.

Because these smart tools are becoming more common, we want to make sure everyone understands how we will use them at school and how you, as pupils, can use them too, especially for your school work.

How Our Teachers and Staff Use AI
Our teachers and staff are allowed to use AI tools to help them with their job in smart and safe ways. They will always follow our rules when they use these tools.

Here are some ways teachers/staff might use AI:
- To help plan lessons
- To find information for research
- To get ideas for new projects
- To write drafts of notes or presentations
- To help with computer coding
- To get quick summaries of information

Some of the AI tools our teachers/staff might use are:
- Gemini (Google AI)
- Starryai.com (to create AI images)
- Openai.com (ChatGPT)
- Claude.ai
- Copilot.microsoft.com (Microsoft AI)

We might add new tools to this list, so it could change.

How Pupils Can Use AI
Here are some ways you **are allowed** to use AI for your school work:
- As a tool to help you find information (like a smart search engine)
- To help you come up with ideas for your projects
- For homework or classwork, but only whilst following the rules as set out below

Important: You can only use AI tools if your teacher says it is allowed, especially for exams or coursework. If your teacher has not given permission, you should not use AI to help with your work.

What's NOT allowed with AI (AI Misuse)
It is important that your school work is *your* own work. Using AI in the wrong way could be seen as 'cheating'.

Here are some things that are **NOT allowed** when using AI:
- Copying or rewording what the AI creates and presenting it as your own ideas.
- Copying or rewording *whole answers* from the AI.
- Using AI to do parts of your work (like calculations or writing) so it does not show *your* own understanding.
- Trying to hide that you used AI, or giving wrong information about it.

Always Remember to Give Credit
If you use an AI tool to find information for your school work, you **must** tell us where you got it, just like you would with a book or a website. You need to say which AI tool you used (such as "Gemini" or "ChatGPT") and the date you got the information from it.

Privacy and Your Information
We do not put your personal data into any AI applications. If we ever needed to in future, we will tell you and your parents about it and update this policy.

Need More Information?
You can find more information about how we use computers and keep your information safe in these other policies:
- Data Protection Policy
- Data Breach Policy
- Privacy Notice for Parents and Pupils
- IT Acceptable Use Policy

You can find these on the school website or ask the school office for a copy.

What if Something Goes Wrong?
If you think your information has been used incorrectly with an AI system, please report it to a teacher straight away. The IT team will then be able to look into this.

Last review date: 25.06.25

Next review due: Summer 2027

Person responsible: Trust Director of Technology