

## Artificial Intelligence Staff Policy

### Document Control

Reference: AI Staff Policy

Version No: 2

Version Date: 30.08.24

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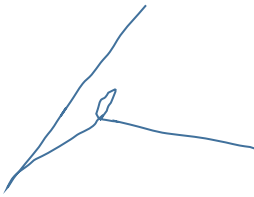
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### Document Owner and Approval

Ian Wilson is the owner of this document and is responsible for ensuring that this policy document is reviewed in line with the school's policy review schedule.

A current version of this document is available to all members of staff in Staffshare/DataProtection

Signature:



Date: 27.1.26

### Version History Log

Version	Description of Change	Date of Policy Release by Judicium
1	Initial issue	16.10.23
2	Included what is meant by generative AI and guidelines for using AI	30.08.24

### **Artificial Intelligence Staff Policy**

#### **Background to the policy**

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 staff with guidelines for use and to recognise an employer's right to monitor such usage. We have also set out expectation on AI usage by pupils.

#### **Introduction**

The use of AI is transforming the way individuals are working. Informed and responsible use of AI has the potential to increase efficiency and improve decision making.

With these benefits come potential risks, including data protection breaches, the protection of confidential information, ethical considerations, and compliance with wider legal obligations.

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 pupils, 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.

#### **What is meant by generative AI?**

There is no single definition of AI. Broadly speaking, it is the simulation of human intelligence in machines, generally computer systems.

AI tools can learn, problem solve, make decisions and understand language. This can be contrasted with non-AI pre-programmed tools, which generally apply the same set of rules each time unless a human intervenes to update the rules. An AI tool can learn and adapt without human intervention.

There are several types of AI, including generative, predictive and extractive:

*Generative AI* – An AI tool that generates new, realistic content in the form of text, audio, computer code, data or images, etc. For example, using an AI tool to:

- Generate a marketing blog post;
- Improve an email you have already written;

**Commented [BP1]:** To delete as necessary, its important to consider how you would want AI to operate in your workplace.

- Write a product description or job description;
- Write a script or slides for a presentation;
- Check, amend and improve your grammar, spelling and writing style;
- Summarise a report or large block of text;
- Power sophisticated chatbots; or
- Write software code or find common bugs in code

*Predictive AI* – An AI tool that analyses data to make predictions, e.g. about:

- Buying behaviour; or
- How busy the office will be at any particular time.

*Extractive AI* – An AI tool that extracts data from the dataset it has been training on (but can't create data).

This policy focuses on generative AI, but it also applies more broadly to all forms of AI used for school business such as ChatGPT.

### **Pupil usage of AI**

We currently do not allow children access to generative AI tools.

### **Authorised AI applications**

The school allow access to the following AI applications for business purposes: ChatGPT, Gemini, TeachmateAI, NotebookLM

The listed AI applications may be updated at any time. Should staff wish to use another AI application not listed, they must contact Ian Wilson 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
- (g) Help with drafting documents e.g. to improve flow and readability

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**

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The school are yet to permit or encourage the usage of AI to process personal data at this time but are aware of the data protection responsibilities to be transparent of such usage and will update the policy as and when needed.

### **Guidelines for staff on using generative AI tools and platforms**

You must not use generative AI tools other than in accordance with the list above. If you wish to use another generative AI tool, you should contact Ian Wilson to ask whether the AI tool can be added to the list and/or whether you can be given authority to use it.

You must not share your access credentials or allow others to use generative AI tools on your behalf.

You must not use generative AI in any way that could be considered discriminatory or could give rise to defamation, harassment, intimidation or bullying or in any way that could harm the reputation of another.

You must not use generative AI to create illegal content or for illegal purposes.

You must not use offensive, obscene or abusive language, graphics or imagery when inputting content into generative AI and must not attempt to create content which is offensive, obscene or abusive through your use of generative AI tools.

Unless specifically authorised to do so, you must not input into a publicly-accessible generative AI tool:

- The schools trademarks, brands, logos or any other identifying material;
- The schools name, email or other contact details (other than where required to input your work email address);
- Propriety school information;
- School materials or data;
- Trade secret, confidential or valuable information;
- Usernames, passwords (other than for the AI tool itself) and security tokens; or
- Personal data, i.e., information or data from which any living individual can be identified—including personal data relating to employees, parents, pupils, governors, suppliers and unconnected third parties.

When using generative AI in the workplace, you must always use your company email address to create and log in to any generative AI account (do not use your personal email address or login credentials).

You must protect your login credentials and ensure any generative AI accounts that you hold are not accessible to unauthorised third parties. The use of multi-factor authentication is advised in respect of any generative AI tools and technologies used.]

### **Personal use of generative AI**

You must not use the company's computers, networks or systems (including via smartphones or tablets) to access generative AI tools for personal use at any time.

**Commented [BP2]:** If the school are yet to utilise AI, we still recommend the adaptation of this policy, with the key focus raising awareness with staff. For instance, removing the above paragraphs, retaining the part in green to confirm although it is not being used, you recognise the upcoming nature and that you will be transparent should you wish to utilise in the future.

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Any unauthorised use of generative AI is strictly prohibited. Permission to use the company's systems to access generative AI tools for personal use may be withdrawn at any time at the company's discretion.

### **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 pupils, 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 IT and Communications Systems 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 and any relevant passwords and login details.

You must report any breach of this policy immediately to [the Headteacher](#) in the first instance. We advise referring to the school's current data breach policy which can be found [on Staffshare/DataProtection](#).

### **Related Policies**

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

- [Staff Code of Conduct Policy](#)
- [Data Protection Policy](#)
- [Privacy Policy for staff](#)
- [IT and any related communications policies](#)

These are available [on the school website and on Staffshare/DataProtection](#).

**Commented [BP3]:** Please review and amend to ensure this is specific to what policies you have available that relate to this.

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### 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.

I confirm that I have read, understand, and will comply with the terms of this Acceptable Use Statement relating to the use of AI.

Signed: .....

Dated: .....

Print Name: .....

**Commented [BP4]:** This appendix is in blue as it is optional that you also ask staff to sign an acceptable use agreement to confirm they are aware of how you permit the usage of AI and its limitations.

**Commented [BP5]:** This is optional/ can be combined within the schools current acceptable use policy for staff.