



## Artificial Intelligence (AI) Policy

Date approved:	4 March 2026
Review cycle/ date:	Annual: March 2027
Party responsible:	Senior Leadership Team
Linked policies:	Safeguarding, Data Protection, e-safety

### 1. Purpose and scope

This policy sets out how artificial intelligence (AI) tools may be used in The Swanage School. It applies to:

- All staff: teaching, support, supply, contractors, governors and volunteers
- All students
- All school devices and accounts, and personal devices used for schoolwork

The policy should be read alongside the school's:

- Safeguarding and Child Protection policy
- Data Protection policy (UK GDPR and Data Protection Act 2018)
- E-safety / acceptable use policies
- Behaviour policy
- Staff Code of Conduct
- Governor Code of conduct
- Volunteer policy

### 2. Definitions

**AI tools:** Any system that generates text, images, audio, video, code, predictions or decisions (e.g. ChatGPT, Copilot, Gemini, AI marking tools, adaptive learning platforms).

**Personal data:** Any information that can identify a living person (student, parent, staff member, etc.).

**School-approved AI tools:** AI systems that have been risk-assessed and authorised by SLT (Microsoft Copilot, SPARX, Oak Academy, The Key for Leaders, CPOMS, Ask Arbor. Other AI Tools maybe used in software purchased by the school, such as Attend, if available.)

### 3. Principles for AI use

Safety first: AI use must never compromise student safety or wellbeing.

Lawful and compliant: AI must be used in line with UK GDPR, safeguarding duties and exam regulations.

Educational benefit: AI should support learning, inclusion and workload reduction—not replace professional judgement or genuine student work.

Transparency: Users should be honest about when and how AI has been used.

Equity: AI use must not disadvantage students who have less access to technology at home.

### 4. Staff terms of use

#### 4.1 Permitted staff use

Staff may use **school-approved AI tools** to:

- Plan lessons and resources  
Use: Idea generation, differentiation suggestions, quiz creation, schemes of work.  
Requirement: All materials must be checked and adapted by staff before use.
- Support assessment and feedback  
Use: Drafting feedback statements, question banks, rubrics.  
Requirement: Final grades and judgements remain the responsibility of the teacher.
- Reduce administrative workload  
Use: Drafting emails, letters, policies, summaries.  
Requirement: Staff must review and edit before sending or publishing.
- Support inclusion and accessibility  
Use: Simplifying texts, alternative explanations, translation support.  
Requirement: Use with sensitivity to EAL/SEND needs and existing support plans.

#### 4.2 Prohibited staff use

Staff must not:

- Input personal data into non-approved AI tools: no names, addresses, medical, safeguarding, behaviour, SEND, or identifiable details.

- Upload student work to public AI tools without explicit SLT approval and a lawful basis.
- Use AI to make high-stakes decisions e.g. exclusions, predicted grades, safeguarding assessments, referrals.
- Use AI to monitor or profile students e.g. behaviour prediction, “risk scoring”, or covert surveillance.
- Rely on AI for factual accuracy: all content must be checked for correctness and bias.
- Use AI to impersonate others or generate misleading content.

### 4.3 Staff responsibilities

- Professional judgement: AI outputs are suggestions, not instructions. Staff remain fully responsible for what they use and documentation they produce.
- Academic integrity: staff must design assessments that minimise AI-enabled cheating and clearly communicate expectations to students.
- Transparency with students: where AI has been used to create materials, staff should be prepared to explain this and model ethical use.
- Training: staff should engage with school-provided AI training and raise concerns with line managers or the DSL where appropriate.

## 5. Student terms of use

### 5.1 Age and access

Students: students may use **school-approved AI tools** for learning, under the conditions below.

Personal accounts: use of personal AI accounts on school devices or networks may be restricted or blocked.

### 5.2 Permitted student use

Where allowed by the class teacher or subject policy, students may use school-approved AI tools to:

- Support understanding
- Ask for explanations in simpler language, worked examples, or alternative explanations.
- Practise and revise
- Generate practice questions, flashcards, or revision prompts.
- Improve drafts
- Get suggestions on structure, clarity, or grammar—while keeping the work their own.
- Explore ideas
- Brainstorm topics, perspectives, or questions for further research.

Students must:

- Check AI outputs for accuracy and bias.

- Acknowledge AI use when required by the teacher (e.g. a short note in the bibliography or footer).

### 5.3 Prohibited student use

Students must not:

- Submit AI-generated work as their own. This is treated as plagiarism/cheating under the school's behaviour and assessment policies.
- Use AI during tests or exams unless explicitly permitted as a reasonable adjustment and authorised by the exam board.
- Use AI to bully, harass, or harm others, e.g. deepfakes, fake messages, abusive images, or impersonation.
- Generate inappropriate content, e.g. sexually explicit, violent, hateful, discriminatory or illegal material.
- Input personal data about themselves or others into non-approved AI tools.
- Bypass school filters or technical controls to access restricted AI services.

## 6. Data protection and safeguarding

No personal data should be entered into AI tools unless:

- The tool is school-approved,
- A Data Protection Impact Assessment (DPIA) has been completed where required, and
- There is a clear lawful basis and appropriate data processing agreement in place.

Safeguarding concerns arising from AI use (e.g. harmful content, grooming, self-harm content, bullying) must be reported to the DSL in line with the school's Safeguarding Policy.

Logging and monitoring: The school may monitor AI use on its systems and networks in line with its online safety and monitoring policies.

## 7. Academic integrity and assessment

Subject leaders will set clear expectations on when and how **school-approved AI tools** may be used in homework, NEA and independent study.

Students must follow task-specific instructions (e.g. "AI not permitted" or "AI permitted for planning only").

Misuse of AI in assessment (e.g. submitting AI-written essays) will be treated as malpractice and sanctioned under the school's Behaviour and Assessment Policies and will be reported to exam boards where relevant.

## 8. Training, communication and review

Staff training: the school will provide periodic training on safe, ethical and effective AI use.

Student and parent communication: expectations around AI will be shared with students and parents/carers (e.g. in the home–school agreement, planner, or online safety sessions).

Policy review: this Policy will be monitored, evaluated and reviewed through discussion with staff and governors. The Governing Body will review this policy at least annually, or sooner if there are significant changes in law, DfE guidance, exam regulations or technology.