

RAVENSOTE JUNIOR SCHOOL

ARTIFICIAL INTELLIGENCE WORKFORCE POLICY

2024 - 2026



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January 2024		January 2026	
Signed	Amy Wells Headteacher	Signed	Emily Gibson Chair of Governors



Ravenscote Junior School

ARTIFICIAL INTELLIGENCE WORKFORCE 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.

Introduction

Ravenscote Junior School aims to harness the power of Artificial Intelligence (AI). A key focus is on safeguarding data privacy in compliance with GDPR. Our 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.

Objectives

Our AI Policy is designed to:

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

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 encourage 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 the workforce to ensure we maximise the benefits of AI whilst minimising any risks or concerns.

Where personal data is used with AI applications, an ICO risk assessment and 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 has been agreed and implemented by the Headteacher and School Business Manager, following consultation with the teaching staff who confirmed that limited business use would be of benefit in reducing their workload on administrative tasks, resources creation & report writing and increase their availability to focus on core teaching & learning.



Guidance at Ravenscote Junior School in Adopting Student-Facing AI Tools

- **Understand the Tool:** Teachers and leadership should familiarise themselves with AI tool capabilities and integration methods.
- **Data Privacy:** Ensure compliance with data privacy laws (see above).
- **Supplement Teaching:** Use AI tools to enhance, not replace, traditional teaching.
- **Monitor and Evaluate:** Regularly assess the effectiveness of AI tools.
- **Encourage Critical Thinking:** Promote critical evaluation of information provided by AI.
- **Equity and Accessibility:** Ensure AI tools are accessible to all students, including those with SEND and are used to enhance inclusion.

Guidance at Ravenscote Junior School in Adopting AI Tools for Planning

- **Explore and Understand:** Teachers should explore various AI tools to understand their features and how they can best be integrated into their lesson planning.
- **Data-Informed Decisions:** Teachers should use AI tools to make informed decisions about lesson content and structure, while maintaining pedagogical autonomy.
- **Collaborative Planning:** AI tools can be used to facilitate collaboration among teachers, enabling the sharing of resources and best practices.
- **Continuous Learning:** Engage in ongoing professional development to stay updated with the latest AI tools and methodologies in education.
- **Feedback and Adaptation:** Regularly gather feedback on the effectiveness of AI-aided lesson plans and adapt strategies accordingly.
- **Ethical Considerations:** Ensure that the use of AI respects student privacy and promotes equitable access to education.
- **Data compliance:** Ensure AI tools comply with relevant data regulations.

Supporting staff wellbeing through workload reduction using AI

Ravenscote Junior School aims to leverage the power of AI to support teacher wellbeing by reducing workload. AI-powered tools such as TeachMateAI can achieve this. TeachMateAI, an AI-powered digital assistant for teachers, offers a range of tools designed to significantly reduce the workload of teachers, thereby enhancing the efficiency and effectiveness of their teaching practices.

Examples of TeachMateAI's tools include:

- **Automating Administrative Tasks:** TeachMateAI specialises in automating tasks. These include creating bespoke lesson plans, instant teacher presentations, and generating personalised student reports. This automation allows teachers to devote more time to direct student interaction and pedagogical planning.
- **Content Creation and Management:** Teachers often spend a significant amount of time creating educational content like model texts and comprehension texts. TeachMateAI assists in this process, generating high-quality content that can be used in classroom instruction.
- **Streamlining Lesson Planning:** The AI tool aids in lesson planning by providing templates and suggestions based on curriculum requirements and student data. This feature enables teachers to develop comprehensive lesson plans more quickly and efficiently.

Professional responsibility

In the integration of AI tools to support teaching and reduce workload, it's crucial to emphasise the professional responsibility and oversight of teachers at Ravenscote Junior School retain in managing



and utilising these tools. While AI offers substantial benefits in terms of efficiency and personalisation, the ultimate responsibility for the educational process remains with the teachers. This section outlines key aspects of maintaining professional responsibility and oversight when using AI tools in education.

Understanding and Expertise

- **Continuous Learning:** Teachers should 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.
- **Critical Evaluation:** Educators must critically evaluate and interpret the data and suggestions provided by AI tools, using their professional judgement to make final decisions.

Ethical Use and Data Privacy

- **Adherence to Ethical Standards:** Teachers must ensure that the use of AI tools aligns with ethical standards in education, particularly regarding fairness, transparency, and inclusivity.
- **Data Privacy Compliance:** Educators are responsible for safeguarding student data. It's imperative to ensure that AI tools comply with data privacy laws and school policies (see below).

Oversight and Feedback

- **Monitoring AI Tools:** Regular monitoring of the AI tools is essential to ensure they function as intended and contribute positively to the learning process.
- **Feedback Loop:** Establish a system for providing feedback on the AI tools' performance, contributing to their continuous improvement.

Collaboration and Communication

- **Collaborative Approach:** Encourage collaboration among educators in using AI tools, promoting the sharing of experiences, insights, and best practices.
- **Communicating with Stakeholders:** Maintain open communication with students, parents, and administrators about the role and impact of AI tools in education, ensuring transparency and building trust.

Transparency with stakeholders: pupils, parents, governors

In implementing AI in education, transparency with stakeholders - pupils, parents, and governors - is crucial. Ravenscote Junior School will communicate with our community where, how and why we are using AI. Pupils should understand how AI impacts their learning, while parents need to know how it enhances education and safeguards privacy. Governors require detailed updates on AI strategies, educational impacts, and ethical compliance.

This policy covers all employees, contractors, volunteers, work experience students, casual workers and agency workers.

Related Policies

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

- EEEA Data Protection & Subject Access Request Policy
- EEEA Staff Behaviour (Code of Conduct) Policy
- Computing Acceptable Use Policy
- ICT Acceptable Use Policy
- Online Safety Policy



Authorised AI Applications

The school allows access to the following AI applications for business purposes:

- (a) TeachMate AI

The list of allowed AI applications may be updated at any time.

Should staff wish to use another AI application not listed, they must contact the School Business Manager to review permission to do so.

Authorised Usage of AI for Staff

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

- (a) Drafting templates, including for reports, newsletters, curriculum resources & parent letters. Templates must be downloaded into editing software and checked thoroughly before being put into the final document.

All other purposes must be authorised in advance by the School Business Manager in conjunction with the Headteacher.

Before using any AI application, staff will be provided with training to ensure that 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

The following personal data will be shared with TeachMate AI for the outlined purpose above:

- (a) Staff First Name & Surname
- (b) Staff Pronouns
- (c) Staff Email Address
- (d) Pupil First Name
- (e) Pupil Pronouns

Personal data shared will be 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).

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 and 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.

The school will also conduct monitoring under our Computing Acceptable Use Policy and Online 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 of 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 the 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 break of this policy immediately to the School Business Manager in the first instance. You are advised to refer to EEEA Data Breach Policy for further details regarding reporting data breaches.



APPENDIX 1

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 details within the AI Workforce Policy.

Staff should be aware the only AI application permitted at this stage is TeachMate AI. The school does not permit usage of any other AI applications, such as ChatGPT, at this time. Any usage beyond described in this policy will be reviewed in line with the 'Breach of this Policy' section.

I confirm that I have read, understand and will comply with the terms of this Acceptable Use Statement relating to the use of AI and will complete any relevant training as directed.

Signed:	
Date:	
Print Name:	

