

RAVENS COTE JUNIOR SCHOOL

ARTIFICIAL INTELLIGENCE STAFF POLICY

2025 - 2027



Date of Approval		Date of Review	
September 2025		September 2027	
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. We have also set out expectation on AI usage by pupils.

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. Promote transparency and accountability in AI implementation.
2. Safeguard the wellbeing and rights of all pupils and staff.
3. Align our AI use with educational goals, government guidance, and OFSTED expectations.
4. Harness the potential of AI to reduce workload and enhance leadership and teaching and learning.
5. Prepare our pupils for a future where AI is increasingly prevalent.
6. Ensure the safe, secure, and appropriate use of AI technologies within our school.
7. Promote an understanding and ethical use of AI among students and staff.
8. 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 staff 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.

What is AI?

Artificial intelligence (AI) describes computer systems which can perform tasks usually requiring human intelligence. 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:

- Improve an email you have already written
- Write a 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

Predictive AI – An AI tool that analyses data to make predictions, eg

- Patterns in behaviour;
- 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).

Pupil usage of AI

As part of this policy, staff should be aware of how the school permits limited pupil usage of AI applications. It is important to monitor pupil usage whilst in class to ensure compliance with this policy.

Pupils must sign the Acceptable Use Statement to ensure appropriate usage of AI, and they are reminded of the permitted use. The school permits pupil usage of AI as directed by staff during their learning, in line with the school curriculum.

Guidelines for staff on using generative AI tools and platforms

You must not use generative AI tools other than as detailed in this policy. If you wish to use another generative AI tool, you should contact the School Business Manager 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 school's trademarks, brands, logos or any other identifying material;
- The school's name, email or other contact details (other than where required to input your work email address);
- Proprietary school information;
- School materials or data;
- Confidential information;
- Usernames, passwords (other than for the AI tool itself); 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, volunteers or contractors.

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.

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.
- **Bias:** Ensure that staff do not add any bias into the AI systems.

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 staff wellbeing by reducing workload thereby enhancing the efficiency and effectiveness of their teaching practices.

Examples of AI tools include:

- **Automating Administrative 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. AI assists in this process, generating high-quality content that can be used in classroom instruction.
- **Streamlining Lesson Planning:** AI tools aid in lesson planning by providing templates and suggestions based on curriculum requirements and student data, enabling teachers to develop comprehensive lesson plans more quickly and efficiently.
- Assist staff when creating communications, data analysis and reports.

Professional responsibility

In the integration of AI tools to support teaching and reduce workload, it's crucial to emphasise the professional responsibility and oversight staff 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 process remains with staff. This section outlines key aspects of maintaining professional responsibility and oversight when using AI tools in education.

Understanding and Expertise

- **Continuous Learning:** Staff 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 or day to day administration tasks.
- **Critical Evaluation:** Educators must critically evaluate and interpret the data and suggestions provided by AI tools, using their professional judgement to make final decisions and ensuring they do not add any bias into the AI systems.

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:** Staff are responsible for safeguarding student data. It's imperative to ensure that AI tools comply with data privacy laws and other relevant 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 staff in using AI tools, promoting the sharing of experiences, insights, and best practices.
- **Communicating with Stakeholders:** Maintain open communication with pupils, 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:

- TeachMate AI
- Century Learning
- Arbor
- ChatGPT
- Co-Pilot
- Canva
- The Key GPT

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:

- Drafting internal guidance, training and presentations;
- Lesson planning
- Conducting research
- Developing code
- Providing summaries
- Idea generation



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 breach 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 Staff Policy.

Staff should be aware that the school allows access to the following AI applications for business purposes:

- TeachMate AI
- Century Learning
- Arbor
- ChatGPT
- Co-Pilot
- Olex AI
- Canva

The school does not permit usage of any other AI applications 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:	

