



SIR THOMAS RICH'S

Artificial Intelligence (AI) Policy

Date reviewed: January 2025

Next review: January 2028

Status: Non-statutory

Responsibility: This policy will be monitored and reviewed by the Trustees' Evaluation and Curriculum Committee. The day-to-day management of AI use is overseen by the Senior Leadership Team (SLT).

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1. Introduction and Aims

Artificial intelligence (AI) has the potential to transform education by enhancing learning, streamlining administrative processes, and supporting teachers and students. At Sir Thomas Rich's School, we aim to:

- Provide clear guidelines for the use of AI technologies within the school.
- Ensure students and staff use AI responsibly and ethically.
- Leverage AI to support teaching, learning, and administrative tasks.
- Protect personal data and uphold safeguarding standards.

This policy applies to all members of the school community, including pupils, staff, trustees, volunteers, and visitors.

2. Pupil Use of AI

2.1 Acceptable Use

Pupils are encouraged to use AI tools to:

- Support independent learning, such as for research or generating ideas.
- Develop skills in coding, computational thinking, and critical analysis.
- Assist with specific tasks, including language translation, summarizing information, and enhancing creativity in projects.

Pupils should:

- Use AI tools only for educational purposes and with teacher guidance.
- Understand the limitations and biases of AI-generated content.
- Cite AI-generated content appropriately to avoid plagiarism.

2.2 Misuse of AI

The following constitute misuse of AI by pupils:

- Submitting AI-generated work as their own without acknowledgment.
- Using AI tools to cheat in assessments or examinations.
- Generating harmful, offensive, or inappropriate content including deepfakes
- Misusing AI to bully, harass, or mislead others.
- Attempting to manipulate school systems using AI tools.

Misuse of AI will result in sanctions as outlined in the Behaviour and Discipline Policy.

2.3 Access to AI Applications In School

In general, AI tools will not be blocked on School computers for use by either pupils or staff unless features of such sites are found to contravene the School's ICT security and safety protocols.

3. Use of AI in Teaching

3.1 Enhancing Learning

Teachers are encouraged to integrate AI into their teaching to:

- Personalise learning experiences by identifying gaps in knowledge and providing tailored resources.
- Support students with additional needs, such as by offering text-to-speech or translation services.
- Generate engaging lesson content, including quizzes, interactive simulations, or creative prompts.
- Encourage students to critically evaluate AI outputs, fostering digital literacy.

3.2 Addressing Challenges

Teachers should:

- Ensure AI tools align with the school's curriculum and learning objectives and departmental guidance
- Provide guidance on the ethical use of AI and address misconceptions about its capabilities.
- Regularly review the reliability and accuracy of AI tools.
- Review and verify AI-generated content before using it in lessons, checking for accuracy and bias.

4. Use of AI for Marking and Assessment

AI tools can assist with:

- Automating routine marking for objective assessments, such as multiple-choice questions.
- Providing formative feedback on written work, such as grammar or structure suggestions.
- Analysing trends in pupil performance to inform targeted interventions.

Teachers remain responsible for:

- Ensuring that AI-generated feedback is accurate and constructive.
- Maintaining the human element in assessments where critical judgement is required.
- Clearly communicating to pupils how AI tools contribute to the marking process.

5. Administrative Applications of AI

AI can be used to streamline administrative tasks, including:

- Scheduling and resource allocation.
- Monitoring attendance and identifying trends.
- Automating routine communication, such as reminders or notifications.
- Assisting with data analysis and reporting for school improvement planning.

The school will ensure that any AI applications used for administrative purposes are reliable, efficient, and comply with data protection regulations.

6. Data Protection and Security Considerations

AI technologies must comply with the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018. The school will:

- Ensure personal data processed by AI systems is secure and anonymised where possible.
- Regularly audit AI tools to ensure compliance with data protection laws.
- Provide training to staff and students on safeguarding data when using AI tools.
- Avoid the use of AI applications that store sensitive information outside secure environments.

All users must:

- Adhere to the school's Data Protection Policy.
- Report any suspected data breaches to the Data Protection Lead immediately.

7. Monitoring and Review

This policy will be monitored by the SLT to evaluate its effectiveness and updated in line with advancements in AI and educational practices. Feedback from staff, students, and parents will inform reviews.

8. Appendices

- Appendix 1: Guidelines for Pupils on Ethical AI Use
- Appendix 2: Staff Guidance for Selecting and Using AI Tools
- Appendix 3: Checklist for AI Data Security

Appendix 1 Guidelines for Pupils on Ethical Use of AI

Artificial intelligence (AI) tools can greatly support your learning by offering new ways to explore, create, and understand ideas. However, using AI responsibly is essential to maintain integrity and ensure fairness in your work. This guide outlines how to use AI ethically and what practices to avoid.

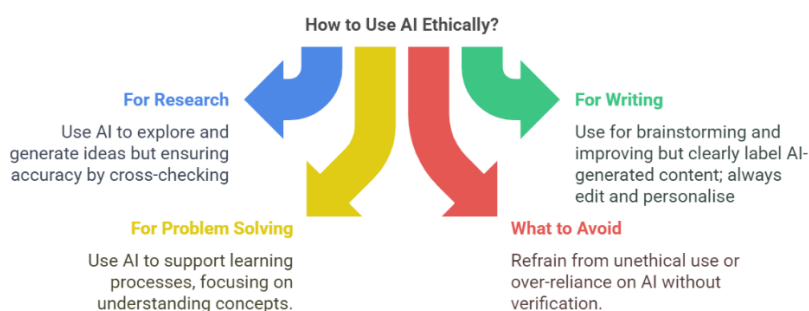
1. What is Ethical AI Use?

Ethical use of AI means using these tools to enhance your understanding, creativity, and productivity while ensuring you take ownership of your work. It also involves respecting others, adhering to the school's rules, and following the principles of honesty and integrity.

Responsible and Respectful Integration of AI in Work and Learning



2. How to Use AI Ethically



For Research

Use AI tools to explore topics, summarise content, and generate ideas. Cross-check AI-generated information with reliable sources to ensure accuracy. Always verify facts and figures; AI can make mistakes or provide outdated information.

For Writing

Use AI to help brainstorm ideas or improve your writing skills, such as checking grammar or suggesting sentence structures. Clearly label any sections of your work where you have used AI assistance. Take responsibility for editing and personalising the content to reflect your understanding.

Check spelling??

For Problem Solving

AI tools can support tasks like solving equations or understanding complex concepts. Use them to learn and not just to complete tasks without effort. Focus on learning the process behind the answers provided.

Using AI responsibly can help you learn more efficiently by breaking down complex topics. It can inspire creativity by generating ideas and perspectives you might not have considered and it has the potential to improve your skills in areas like writing, problem-solving, and research.

3. What to Avoid

Plagiarism and Cheating

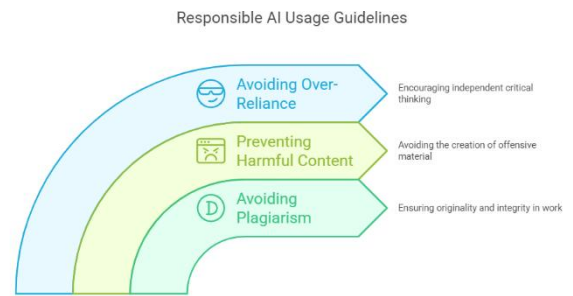
Do not submit AI-generated work as your own. This includes essays, reports, or creative pieces written entirely by AI. Avoid copying AI-generated answers without understanding them. Using AI to complete assessments or homework without your teacher's permission is considered cheating.

Generating Harmful Content

Never use AI tools to create inappropriate, offensive, or harmful material. Avoid using AI to create false or misleading information.

Relying Too Heavily on AI

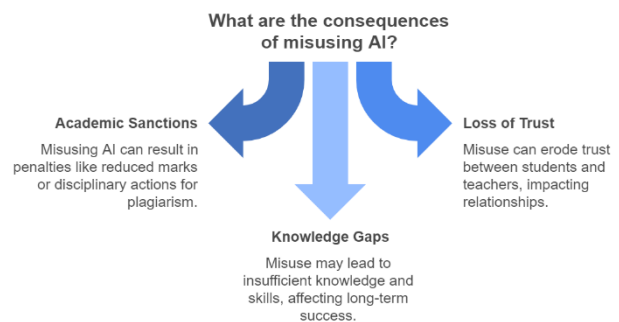
AI is a tool to support your learning, not a substitute for thinking critically and solving problems independently. Over-reliance on AI can hinder the development of your skills and knowledge.



5. Consequences of Misusing AI

Misusing AI can lead to:

Academic sanctions, such as losing marks or facing disciplinary action for plagiarism. Misuse leads to a loss of trust between you and your teachers. It will also lead to gaps in your knowledge and skills, which may affect your long-term success.



6. Top Tips for Ethical AI Use

1. **Ask for Permission**: Always check with your teacher if you're unsure about using AI for a particular task.
2. **Be Honest**: If you use AI to assist with your work, acknowledge it clearly.
3. **Learn from AI**: Focus on how AI can help you grow, not just complete tasks.
4. **Stay Critical**: Evaluate AI-generated content for accuracy and relevance.
5. **Respect Others**: Do not use AI in ways that could harm or mislead others.



By following these guidelines, you can harness the power of AI responsibly and effectively, while maintaining the highest standards of academic integrity. If you have any questions about using AI in your work, speak to your teacher for guidance.

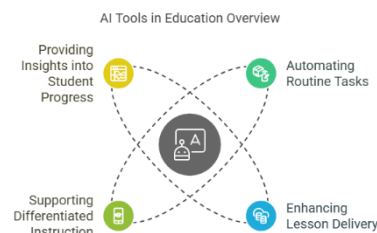
Appendix 2 Staff Guidance for Selecting and Using AI Tools

Artificial Intelligence (AI) tools are rapidly transforming education by providing innovative ways to support teaching, learning, and administration. This guide aims to help teachers select and use AI tools effectively while ensuring ethical considerations and compliance with School policies.

1. Understanding AI Tools in Education

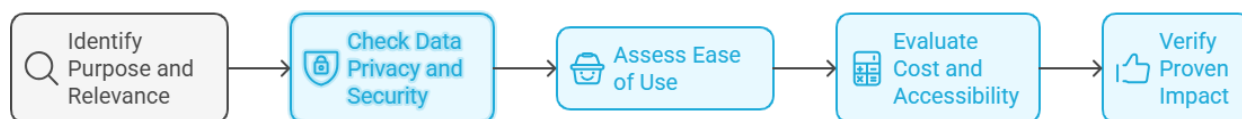
AI tools can support teachers by:

- Automating routine tasks (e.g., writing letters to parents)
- Enhancing lesson delivery (e.g., interactive learning platforms).
- Supporting differentiated instruction (e.g., personalized learning apps).
- Providing insights into student progress (e.g., data analytics tools).



While these tools offer significant benefits, careful evaluation is necessary to ensure they align with educational goals and values.

2. Key Considerations When Selecting AI Tools



a) Purpose and Relevance

- Identify the specific challenge or need the tool addresses.
- Ensure it aligns with your curriculum and teaching objectives.

b) Data Privacy and Security

- Confirm the tool complies with GDPR and UK data protection laws.
- Check where student and staff data will be stored and how it will be used.

c) Ease of Use

- Assess whether the tool is intuitive for both teachers and students.
- Consider the training required for effective use.

d) Cost and Accessibility

- Evaluate if the tool's cost fits within your department's budget.
- Ensure it is accessible to all students, including those with SEND or in receipt of Pupil Premium.

e) Proven Impact

- Look for evidence of the tool's effectiveness in improving learning outcomes.
- Consult reviews, case studies, or recommendations from other educators.

3. Best Practices for Using AI Tools

a) Start Small : Pilot the tool with a small group of students or for a single class and gather feedback from students and colleagues.

b) Integrate Thoughtfully : Use AI tools to complement, not replace, traditional teaching methods; ensure their use enhances student engagement and learning.

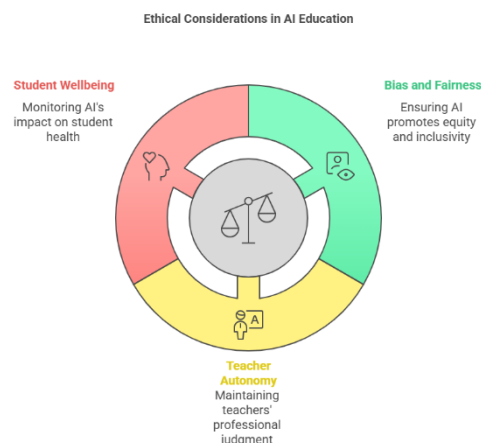
c) Monitor and Evaluate : Regularly assess the tool's impact on learning outcomes and make adjustments based on data and user feedback.

d) Maintain Transparency : Communicate with students and parents about how AI tools are being used and address any concerns about data usage or reliance on technology.



4. Ethical and Pedagogical Considerations

- **Bias and Fairness:** Be aware of potential biases in AI algorithms. Ensure tools promote equity and inclusivity.
- **Teacher Autonomy:** Avoid over-reliance on AI tools. Teachers' professional judgement remains essential.
- **Student Wellbeing:** Monitor the impact of AI tools on student motivation, confidence, and mental health.



5. Recommended AI Tools for Secondary Schools

TeachMateAI Offers a suite of tools such as a report writer, activity ideas generator, and maths starter questions to enhance learning experiences. **Cost:** Free access to selected tools. **Website:** <https://teachmateai.com/>

Brisk Teaching Provides AI-powered tools like lesson plan generators, text levellers, and individualised education program (IEP) goal creators to support diverse learning needs. **Cost:** Free. **Website:** <https://www.briskteaching.com/>

MagicSchool An AI platform designed to assist with lesson planning and other educational tasks, aiming to save teachers time. **Cost:** Free for teachers. **Website:** <https://www.magicschool.ai/>

Oak National Academy's AI Tools Provides AI-driven quiz generators and lesson planners to aid in creating educational content. **Cost:** Free. <https://www.thenational.academy/blog/ai-tools-for-teachers-are-just-the-start>

Quizlet An online flashcard platform that offers audio pronunciations and a vast library of topics, suitable for creating study aids. **Cost:** Free access with optional subscription for advanced features. **Website:** <https://quizlet.com/>

Anki Utilises AI and spaced repetition to help with memorisation, allowing teachers to create custom flashcards for students. **Cost:** Free. **Website:** <https://apps.ankiweb.net/>

Twinkl Offers a comprehensive library of teacher-created resources, including AI tools for lesson planning and report writing. **Cost:** Subscription-based with some free resources. **Website:** <https://www.twinkl.co.uk/>

Khanmigo by Khan Academy An AI-powered tutor providing support across various subjects, offering immediate feedback and enabling independent practice. **Cost:** Free for teachers in partnership with Microsoft across 49 English-speaking countries. **Website:** <https://www.khanacademy.org/>

Eduaide.ai Assists in creating flexible learning resources and streamlining instructional planning, helping teachers meet diverse learner needs. **Cost:** Free. **Website:** <https://eduaide.ai/>

SchoolAI: Provides free AI tools for teachers to generate customized documents, adapt text levels, and create story word problems. **Cost:** Free account required. **Website:** <https://schoolai.com/tools>

6. Further Support and Training

- Attend school-organized CPD sessions on AI tools.
- Join educator communities online (e.g., Twitter, LinkedIn) to share experiences and recommendations.
- Consult IT support or school leadership for guidance on integrating new tools.

Appendix 3 : Checklist: Data Security When Using AI in a UK Secondary School

1. Data Collection and Input

- ☐ **Do not input personal or sensitive data** into any AI tools unless explicitly authorised by the school's Data Protection Lead (DPL).
- ☐ Ensure **student data is anonymised** if AI tools are used for analysis or feedback.
- ☐ If authorised to input student or staff data, confirm the **lawful basis for data processing** under GDPR (e.g., consent, public interest) for doing so.

2. Approved AI Tools and Security

- ☐ Use only AI tools **authorised by the school**. Check the tool complies with GDPR and the Data Protection Act 2018 and ICT security policies (see DD and MPH for further advice)
- ☐ Confirm that any personal data processed by the tool will not be transferred outside the UK/EU without appropriate safeguards.
- ☐ Avoid accessing AI platforms on **unsecured networks** or unauthorized personal devices.
- ☐ Follow the school's ICT and Personal Device policies when using AI tools.

3. Handling Data Breaches

- ☐ Report any suspected **data breaches** to the DPL immediately, as outlined in the school's Data Breach Procedure.

4. Ethical Use

- ☐ Ensure AI tools are used to **support learning** and do not replace teacher judgement or professional responsibility.
- ☐ Avoid using AI tools to make **automated decisions** about students without human oversight, as per GDPR guidelines.
- ☐ Discuss the potential impact of AI on learning outcomes and privacy with stakeholders.