

Mapledown School



Working & Learning Together to Achieve our Best

MAPLEDOWN SCHOOL SAFE USE OF ARTIFICIAL INTELLIGENCE (AI) POLICY

Name of School	Mapledown School
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Signed by:

_____ Headteacher Date: _____

_____ Chair of governors Date: _____

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Statement of Intent

At Mapledown school, we recognise that the use of artificial intelligence (AI) can help to positively affect teacher workload. While there are many benefits to the use of AI tools, the content they produce may not always be accurate, safe or appropriate, and could lead to malpractice.

Through the measures outlined in this policy, the school aims to ensure that AI is used effectively, safely and appropriately to deliver excellent education.

For the purposes of this policy, the following terms are defined as:

- **AI** – The theory and development of computer systems able to perform tasks normally requiring human intelligence, e.g. visual perception, speech recognition, decision-making.
- **Generative AI** – A category of AI algorithms that generate new outputs based on the data they have been trained on.

1. Legal Framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Data Protection Act 2018
- The UK General Data Protection Regulation (UK GDPR)
- DfE (2023) 'Keeping children safe in education 2023'
- DfE (2023) 'Generative artificial intelligence in education'
- DfE (2023) 'Meeting digital and technology standards in schools and colleges'

This policy operates in conjunction with the following school policies:

- Online Safety Policy
- Cyber Response and Recovery Plan
- Data Protection Policy
- Child Protection and Safeguarding Policy
- Acceptable Use Agreement

2. Roles and responsibilities

The governing board will be responsible for:

- Ensuring that this policy is effective and complies with relevant laws and statutory guidance.
- Reviewing this policy on an annual basis.
- Ensuring their own knowledge of the use of AI tools in the school is up-to-date.

- Ensuring all staff undergo child protection and safeguarding training, including online safety, at induction and at regular intervals.
- Ensuring the school follows the DfE's digital and technology standards.

The headteacher will be responsible for:

- Ensuring that staff receive regular, up-to-date advice on how to use AI tools in school.
- Ensuring that the use of AI tools in the school is integrated into relevant policies and procedures, the curriculum and staff training.
- Working with the governing board to review and update this policy on an annual basis.
- Ensuring that AI practices are audited and evaluated on a regular basis.

ICT technicians will be responsible for:

- Providing technical support in the development and implementation of the school's AI practices, policies and procedures.
- Implementing appropriate security measures.
- Ensuring that the use of AI tools is taken into consideration when creating policies and procedures regarding online safety, child protection and safeguarding, and data protection.

The DPO will be responsible for:

- Keeping up-to-date and informed with AI technologies relevant to the school.
- Understanding and maintaining awareness of what the use of AI means for data protection in the school.
- Advising the school on how to integrate the use of AI while complying with data protection regulations.

The DSL will be responsible for:

- Taking the lead responsibility for online safety in school.
- Undertaking training so they understand the risks associated with using AI tools in school.
- Liaising with relevant members of staff on online safety matters.
- Maintaining records of reported online safety concerns relating to the use of AI tools, as well as the actions taken in response to concerns.
- Reporting to the governing board about the use of AI tools on a termly basis and how it links to safeguarding.

All staff members will be responsible for:

- Adhering to the Acceptable Use Agreement and other relevant policies.
- Taking responsibility for the security of the AI tools and data they use or have access to.
- Maintaining a professional level of conduct in their use of AI tools.
- Having an awareness of the risks that using AI tools in school poses.

- Reporting concerns in line with the school's reporting procedure.
- Familiarising themselves with any AI tools used by the school and the risks they pose

3. Data protection and cyber-security

The school is aware of the data privacy and cyber-security implications that come with using generative AI tools, and will ensure that all AI tools are used in line with the school's Data Protection Policy and Cyber-security Policy. The school will follow the procedures in these policies to continue to protect pupils from harmful online content that could be produced by AI tools.

The school is prohibited from entering data that is classed as personal and sensitive into AI tools. Any data entered will not be identifiable, and will be considered released to the internet.

All staff will be made aware that generative AI tools are able to create believable content of all kinds, for example credible email scams requesting payment, and that the content AI produces may seem more authoritative and believable than usual scams. All staff will apply their best judgement and common sense to manage cyber-security risks effectively and ensure that the DfE's [cyber standards](#) are followed at all times.

The school will:

- Protect personal and special category data in accordance with data protection legislation.
- Not allow or cause intellectual property, including pupils' work, to be used to train generative AI models, without appropriate consent or exemption to copyright.
- Review and strengthen cyber security by referring to the DfE's cyber standards.
- Be mindful that generative AI could increase the sophistication and credibility of cyber attacks.
- Ensure that pupils are not accessing or creating harmful or inappropriate content online, including through AI tools.
- Refer to the DfE's [Filtering and monitoring standards for schools and colleges](#) to ensure that the appropriate systems are in place.
- Be mindful of the data privacy implications when using AI tools and will take steps to ensure that personal and special category data is protected in accordance with data protection legislation.

If there is a specific and necessary purpose to use personal and special category data in an AI tool, staff must receive express permission from the Headteacher and IT Support team. Under these circumstances, the school will ensure that the AI engine operates within a 'closed' environment, complying with data protection legislation and existing privacy policies to protect the data and keep it strictly within the school's secure platform.

The school will be open and transparent whilst ensuring that data subjects understand their personal or special category data is being processed using AI tools.

4. Using AI tools

The school will ensure that AI tools are used appropriately to achieve the following aims:

- To reduce workload
- To free up teachers' time
- To assist with the production of high-quality and compliant administrative plans, policies and documents
- To support the teaching of a knowledge-rich computing curriculum
- To teach pupils:
 - How to use emerging technologies safely and appropriately.
 - How online safety practices can protect against harmful and misleading content.

Whilst recognising that AI tools can be used appropriately and with benefit to teaching and learning, the school will keep in mind that the content produced by AI tools can be:

- Inaccurate.
- Inappropriate.
- Biased.
- Taken out of context and without permission.
- Out of date or unreliable.

Where AI tools are used to produce administrative plans, policies and documents, all staff members will understand that the quality and content of the final document remains the professional responsibility of the staff member who produced it. Staff members using AI tools to create documents will not assume that AI output will be comparable with a human-designed document that has been developed in the specific context of the school.

When using AI tools, staff will ensure that any content produced is scrutinised and cross-checked for its appropriateness and accuracy.

Staff members will be aware that AI tools return results based on the dataset it has been trained on – it may not have been trained on the national curriculum, or on the education of students with complex learning needs, and may not provide results that are comparable with a human-designed resource developed in the context of the national curriculum or special education. Staff members will be mindful of this in their teaching and marking of pupils' work.

5. Misusing AI tools

Staff members will be reminded that using AI tools cannot replace the judgement and deep subject knowledge of a human expert.

All documentation and records pertaining to pupil development and progress, including (but not limited to) reports, strategies, plans and attainment, must remain the independent and professional assessment of the staff member.

Staff members will be held to account if submissions are believed to rely on AI to generate content in place of authentic, personal judgements.

Staff will be made aware that disciplinary action may be taken against those who fail to meet professional standards through the misuse of AI tools.

Misuse of AI tools includes, but is not limited to, the following:

- **The use of pupils' personal data (including first names) within an AI tool. This is prohibited according to the school's 'Safe Use Of AI Policy' and is the most serious case of misconduct relating to the use of AI tools.**
- Copying or paraphrasing sections, or whole responses, of AI generated content.
- Using AI to complete parts of a pupil's documentation so that the work does not reflect the staff member's own work, analysis, evaluation or calculations.
- Failing to acknowledge the use of AI tools to the Leadership Team when they have been used as a source of information.
- Incomplete or poor acknowledgement of AI tools.
- Submitting work with intentionally incomplete or misleading references and/or bibliographies.

The school will not, under any circumstances, accept work which is not the staff member's own.

Identifying misuse

When reviewing staff members' work to ensure its authenticity, the Leadership Team will compare it against other work created by the staff member. Potential indicators of AI use include:

- Spelling and punctuation.
- Grammatical usage.
- Writing style and tone.
- Vocabulary.
- Complexity and coherency.
- General understanding and working level.
- A default use of language or vocabulary which might not be appropriate to the subject matter related to the pupil.
- Instances of incorrect or inconsistent use of first-person and third-person perspective where AI generated text has been left unaltered.
- A variation in the style of language evidenced in a piece of work, if a staff member has taken specific portions of text from an AI tool and then amended it.
- A lack of specific, local or topical knowledge.
- Content being more generic in nature.
- The inadvertent inclusion of warnings or provisos produced by AI tools to highlight the limits of its ability or the hypothetical nature of its output.
- The unusual use of several concluding statements throughout the text, or several repetitions within a single document.
- The inclusion of confidently incorrect statements within otherwise cohesive content.

Staff members will remain aware that AI tools can be instructed to employ different languages and levels of proficiency when generating content, and some are able to produce quotations and references.

Where necessary, the school will make use of the following programs and services that are able to analyse content and determine the likelihood that it was produced by AI:

- [OpenAI Classifier](#)
- [GPTZero](#)
- [The Giant Language Model Test Room \(GLTR\)](#)

6. Safeguarding

The school acknowledges that generative AI tools can be used to produce content that is dangerous, harmful, and inappropriate. The school will follow the procedures set out in the Child Protection and Safeguarding Policy and the Online Safety Policy to ensure that pupils are not able to access or be exposed to harmful content.

The school will ensure that the appropriate filtering and monitoring systems are in place to protect pupils online, following the DfE's [filtering and monitoring standards](#).

All staff members will receive training on the safe use of AI as part of their online safety training, which is regularly updated.

7. Monitoring and review

The governing board and headteacher will review this policy in full on an annual basis, and following any incidents that occur due to the use of AI tools, e.g. data protection or cyber-security.

Any changes made to this policy are communicated to all members of the school community.

Appendix:

The safe use of NotebookLM and Gemini on the Workspace platform:

The NotebookLM and Gemini AI apps must only be accessed when signed into a school account on the browser.

1. Purpose and Scope

This policy ensures that Generative AI (GenAI) tools are used to enhance teaching and learning while protecting student privacy, ensuring data security, and maintaining professional integrity.

- Tools covered: [Google Gemini \(gemini.google.com\)](https://gemini.google.com) and NotebookLM (notebooklm.google) accessed via school-issued Google Workspace accounts. The apps can be opened via the app launcher.
- Users covered: All staff and students.

2. Data Privacy and Security (Crucial)

- School Accounts Only: Use only school-provided email addresses to ensure enterprise-grade protection.
- When using school-issued accounts, Gemini and NotebookLM are considered "Core Services," meaning data is not used to train models.
- No Personal Information (PII): Users must never enter personally identifiable information, sensitive student data (SEND, medical), or confidential staff/school data into AI prompts.
- Gemini and NotebookLM protect the privacy of Google Workspace for Education data using enterprise-level security. They do not use customer data to train AI models, and respect existing data permissions.
- When using [Gemini](https://gemini.google.com) and [NotebookLM](https://notebooklm.google) with a Google Workspace for Education account, strict data processing agreements keep information private within the organization's domain.
- NotebookLM: Uploads, queries and responses from the AI model will not be reviewed by human reviewers, even when providing thumbs up or down feedback, and will not be used to train AI models.

3. Authorized Use and Access

- Staff: Access to Gemini and NotebookLM is allowed for the purpose of supporting lesson planning and creating teaching materials.
- Students: Must only access AI tools under strict teacher supervision, within the context of supporting their learning opportunities.

4. Academic Integrity and Responsible Use

- AI should be used to assist teaching and learning (supporting resource-making, brainstorming, summarizing, outlining) rather than replace human effort.
- Transparency/Disclosure: Staff must be prepared to disclose if they have used Gemini or NotebookLM to generate work.
- Verification (Anti-Hallucination): Users must critically evaluate AI output. Gemini may "hallucinate" (make things up). Always double-check facts with reputable sources.
- Plagiarism: Submitting AI-generated content as one's own work is considered professional misconduct.

5. Specific Guidelines for Tools

- As with all AI tools, the use of Gemini and NotebookLM is limited to an assistive role to support teaching, learning and research using non-sensitive, publicly available data.
- AI tools such as Gemini and NotebookLM are not to be used to make professional decisions or judgments about students.
- NotebookLM: Only to be used with documents available in the public domain. Uploaded sources must not contain confidential or sensitive information.

6. Prohibited Uses

- Using AI to bully, harass, or create inappropriate content (deepfakes, offensive material).
- Attempting to bypass school safety filters.
- Using AI to generate or distribute misinformation.

7. Implementation and Monitoring

- The school adopts a "disable by default, enable by exception" approach to manage AI access.
- IT Admin Console: IT staff will manage access via the Admin console (Generative AI > Gemini app/NotebookLM), disabling them at the root level and enabling only for approved users.
- Monitoring: The school reserves the right to monitor AI usage to ensure compliance with this policy.
- Violation: Misuse of AI tools may lead to disciplinary action, including suspension of digital accounts.

8. Review

This policy will be reviewed annually to stay current with AI advancements and data protection laws.