**Appendix: Artificial Intelligence (AI) – Guidance for Safe and Appropriate Use**

This appendix outlines the school's approach to the safe and responsible use of Artificial Intelligence (AI) technologies. As AI becomes increasingly present in education and everyday life, it is essential that pupils, staff, and governors understand the opportunities and risks it presents, particularly in relation to **safeguarding, data protection, and digital literacy**.

**1. Purpose and Scope**

This guidance applies to all members of the school community, including staff, pupils, and governors, and covers any interaction with AI tools or services, whether within the school environment or beyond.

AI includes (but is not limited to):

- Chatbots or conversational tools (e.g. virtual assistants).
- Image and video generation.
- Automated marking or content creation tools.
- Data-driven decision-making systems.

**2. Guiding Principles for AI Use in School**

- AI should be used to **support learning**, creativity, and critical thinking, not to replace human judgement or diminish educational value.
- AI tools must be used in ways that **respect privacy**, promote **online safety**, and align with the school's **safeguarding and data protection** policies.
- Staff and students should develop an understanding of AI's **limitations**, including its potential for **bias, misinformation, or misuse**.

**3. Safeguarding Considerations**

- AI-generated content may not always be age-appropriate, accurate, or safe. Pupils must be **supervised** when interacting with any AI tool.
- Any concerns arising from pupil use of AI — including access to inappropriate material or use of AI to deceive, harass, or bully — will be treated as a **safeguarding issue**.
- Staff should model safe, ethical AI use and **report any misuse** of AI in accordance with the school's online safety procedures.

**4. Data Protection and Privacy**

- AI tools must not be used to process or share **personal data** of pupils, staff, or parents unless authorised and compliant with GDPR.
- Staff and pupils must avoid entering identifiable information into AI platforms, particularly those outside the school's control or hosted overseas.

- Where AI is used to support school operations (e.g. administration, learning analytics), a **data protection impact assessment (DPIA)** may be required.

## 5. Staff Expectations

- Staff may use AI to assist with planning, assessment, or administrative tasks, provided:
  - It does not compromise **accuracy, fairness, or professional judgement**.
  - Pupil data or confidential information is not shared with third-party AI systems.
  - Any AI-generated material is **reviewed and edited** before being used in teaching or communication.

- Staff should help pupils develop **critical thinking** skills to understand how AI works and how to evaluate AI-generated information.

## 6. Pupil Expectations

- Pupils may be introduced to AI concepts in the computing curriculum, in line with the **Teach Computing** framework.

- Any direct use of AI tools by pupils must be:
  - **Age-appropriate** and under staff guidance.
  - Used for **educational purposes** only.
  - Accompanied by discussion about **safe, ethical, and fair use**.

- Pupils must never use AI tools to:
  - Impersonate others.
  - Plagiarise work or avoid independent learning.
  - Generate harmful, misleading, or inappropriate content.

## 7. Monitoring and Review

- AI-related activity within the school network is subject to the same **Smoothwall filtering and monitoring** as all digital activity.

- This appendix will be reviewed annually, or sooner if AI use in education significantly changes or if new risks are identified.

## Further Support and Resources

- Online Safety Lead / DSL: [Insert name]

- DPO (Data Protection Officer): [Insert name or contact]

- National Online Safety: https://nationalonlinesafety.com/

- UK Safer Internet Centre: https://www.saferinternet.org.uk/

- ICO guidance on AI and data protection: https://ico.org.uk