



Artificial Intelligence (AI) Policy

Lead Person:	Head of Digital Strategy
Governing Body Committee:	Resources, Staff & Pay
Required by:	Governing Body

Purpose

The purpose of this policy is to establish guidelines for the responsible and ethical use of artificial intelligence (AI) at the Crypt school to ensure a safe, inclusive, and productive learning environment for all students.

Scope

This policy applies to all students at The Crypt School who interact with AI tools, applications, or systems.

Definitions

- Artificial intelligence (AI): A branch of computer science that deals with creating intelligent agents, which are systems that can reason, learn, and act autonomously.
- Responsible AI use: Engaging with AI in a manner that respects ethical principles, adheres to legal requirements, and considers the potential impact on individuals and society.
- Ethical principles: Guiding principles that promote responsible AI use, such as fairness, transparency, non-discrimination, accountability and privacy.
- Legal requirements: Laws and regulations that govern the use of AI, such as data protection laws and intellectual property laws.

AI Policy for Students in School

- Students must obtain permission from teachers or school administrators before using AI tools or platforms for educational purposes. Students must use AI tools and technologies in an ethical manner, respecting the rights and dignity of others. This includes refraining

from using AI for cheating, plagiarism, or any form of academic dishonesty. Students will be sanctioned in line with the school's behaviour policy if these guidelines are not adhered to. Students should also consider the ethical implications of their use of AI technologies, including their potential impact on individuals and society.

- Students should understand the importance of privacy and data security when interacting with AI systems. They must adhere to guidelines within the schools Acceptable Use Policy for handling sensitive information and respect the confidentiality of data collected or generated by AI systems.
- Students are prohibited from using AI to create and/or distribute content that is discriminatory, harmful, offensive, or intentionally biased.
- Students must protect their personal information and the privacy of others when interacting with AI systems, including refraining from sharing sensitive data without permission and other guidelines as set out in the schools ICT Acceptable Use Policy.
- Students will have access to clear information about how AI systems operate and make decisions through curriculum learning. They should understand the limitations and potential biases of AI technologies and be encouraged to critically evaluate their outputs.
- Students must respect intellectual property rights when using AI tools and avoid infringing upon copyright, patents, or other forms of intellectual property protection. Students should use AI-generated content responsibly, ensuring that they provide proper attribution and adhere to copyright laws when incorporating AI-generated work into their own projects. A student should check with their teacher if the use of AI is allowed in NEA tasks and check [guidelines set out by JCQ](#).
- AI should be used in educational settings primarily to enhance learning and facilitate academic research. Students should not use AI technologies for non-educational purposes during school hours without explicit permission from teachers or SLT. Students must uphold academic integrity standards when using AI tools, refraining from using AI to cheat, plagiarise, or otherwise engage in dishonest behaviour.
- Students are encouraged to collaborate with peers and teachers in exploring AI technologies and developing projects. Collaboration fosters creativity, teamwork, and shared learning experiences.
- Students are encouraged to engage in lifelong learning about AI technologies, staying informed about new developments, and adapting their skills to evolving trends in the field.
- Students will have opportunities to provide feedback on the use of AI in their educational experiences, these will be carried out in tutor time and/or lessons. The school will use this feedback to continuously improve their AI policies and practices to enhance learning.

- By adhering to these principles, students can responsibly and effectively leverage AI technologies to enhance their learning experiences while promoting ethical and inclusive practices in their school communities.

Schools Role

As artificial intelligence develops and progresses the school will endeavour to;

- Provide regular education on AI concepts as part of the computer science curriculum, discuss ethical considerations, and be responsible for its use in lessons.
- Encourage students to develop critical thinking skills and to question the output of AI tools. Ensure they are aware that responses may be incorrect or biased and further research should be carried out to rule this out.
- Foster a culture of responsible AI use through discussions, workshops, and collaborative projects in lessons.
- Use AI tools that are free from bias and discrimination in their algorithms, data, and outputs where possible.
- Implement measures to detect and mitigate bias in AI systems.
- Make the inner workings of AI tools transparent to users, allowing them to understand their decision-making processes.
- Provide clear explanations of AI outputs, including the sources of data and algorithms used.
- Encourage open communication about AI use and facilitate feedback from stakeholders.
- Assign responsibility for the responsible use and oversight of AI in the school. Violations of this policy may result in disciplinary action, up to and including suspension or expulsion from Crypt school in line with the school's behaviour policy.

Review and Revision

This policy will be reviewed and revised annually to reflect changes within AI technology, ethical guidelines, and legal requirements.

Conclusion

By implementing responsible AI practices, The Crypt School aims to harness the potential of AI to enhance education while upholding the values of fairness, equity, and ethical decision-making.

This policy serves as a foundation for building a future where AI supports all students to reach their full potential.

Approved by Full Board: December 2025

Review period: annual

Date of next review: November 2026