



KINGSDALE FOUNDATION SCHOOL ARTIFICIAL INTELLIGENCE (AI) POLICY

Name of policy	Artificial Intelligence policy
Reviewed by	SMT
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Date of school review	July 2025
Date of next school review	July 2026

Introduction

Artificial Intelligence (AI) technology is already widely used in both commercial and everyday applications, and its influence is anticipated to grow exponentially, impacting almost all industries and job sectors including education. Generative AI refers to technology that can be used to create new content based on large volumes of data that models have been trained on from a variety of works and other sources. Generative AI is a rapidly evolving and increasingly freely available technology generating writing, audio, codes, images and video simulations. Whilst this offers opportunities for schools and their pupils, it also increases risk.

Kingsdale Foundation School recognizes the opportunities and challenges presented by Artificial Intelligence (AI) in education. This policy outlines the responsible, ethical, and legally compliant use of AI technologies within the school environment, ensuring alignment with the Joint Council for Qualifications (JCQ) and Department for Education (DfE) guidance.

This policy applies to all staff, students, parents, volunteers, consultants and any stakeholders using AI technologies within the school

1. Purpose

Kingsdale Foundation School is committed to leveraging the benefits of AI and data technologies to enhance teaching and learning while upholding our ethical responsibilities. We believe in the potential of these technologies to support personalised learning, improve educational outcomes, and streamline administrative processes. The use of AI technologies in school aligns with our mission to provide a high-quality education that prepares students for success in the 21st century. However, we also recognise the importance of using these technologies in a manner that respects privacy, promotes fairness, and prevents discrimination. This policy provides the framework for achieving these goals.

The purpose of this policy is to establish a framework for the ethical, secure, and responsible use of AI technologies while ensuring:

- Compliance with data protection laws (GDPR, Data Protection Act 2018).
 - Academic integrity and prevention of malpractice.
 - Protection of student privacy and security.
 - Responsible integration of AI into learning and teaching.
 - Transparency, fairness, and accessibility of AI technologies
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2. Scope & Responsibilities

This policy document applies to all members of our school community, including students, teachers, administrative staff and other stakeholders who may use AI technologies in the school environment. It particularly covers, although is not limited to, generative AI technologies, such as large language models (LLMs).

This policy also links to other school policies including, but not limited to, the Child Protection and Safeguarding, Data Protection, Teaching and learning Policy, Assessment Policy. It should be read in conjunction with these and other relevant school policies.

The following groups are responsible for ensuring compliance with this policy:

- **School Leadership:** responsible for providing resources, guidance, oversight and support for the implementation of the policy.
 - **Teachers:** responsible for implementing the policy in their classrooms, including providing instruction on the ethical and responsible use of AI technologies.
 - **Administrative Staff:** Ensure AI technologies comply with privacy, security, and ethical guidelines.
 - **Students:** Use AI responsibly and in accordance with school policies.
 - **Parents/Guardians:** Support their child's responsible use of AI.
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3. Ethical Use and Accountability

- This policy outlines the principles and guidelines for the responsible use of AI within the school community in accordance with the standards set forth by the Joint Council for Qualifications (JCQ) and the Department for Education (DfE).
- AI use must be **transparent** and communicated clearly to students, staff, and parents.
- AI should be used as a **support tool** and not as a replacement for human decision-making.
- **Human oversight** must always be present in educational and administrative decisions influenced by AI. We ensure that there is always a human in the loop when using AI systems, and that these systems are used to support, not replace, human decision-making.

- AI tools must not introduce **bias or unfair treatment** based on gender, ethnicity, or socioeconomic status. AI use must respect diversity, prevent discrimination and promote fairness.
 - Accuracy: information may be inaccurate when generated so any content should be fact-checked.
 - Currency: some AI models only collate data prior to a certain date so content generated may not reflect the most recent information.
 - Use of AI and data technologies should consider the broader societal and environmental implications.
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4. Data Privacy and Security

- AI tools must comply with the school's **Data Protection Policy** and **GDPR regulations**.
 - Staff and pupils should be aware that any information entered into a Generative AI model is no longer private or secure. Staff and pupils must not enter any personal information (personal data, intellectual property or private information, including commercially sensitive information, such as contracts) into any Generative AI model.
 - Any AI tool processing **personal or sensitive data** must be approved by the school's **Data Protection Officer (DPO)**.
 - AI must not be used to collect, store, or process personal data without **explicit consent**.
 - Staff and students must not upload **confidential school data** into AI platforms.
 - Staff who wish to utilise AI tools must ensure that the potential new use is assessed to consider if a Data Protection Impact Assessment is required and follow the school Data Protection Policy and Data Protection Impact Assessment Procedure.
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5. Academic Integrity and AI Use in Assessments

- AI tools **must not be used** to complete examinations, coursework, or assessments where independent student work is required.
 - AI-generated content must be **clearly acknowledged and cited** when used in academic work.
 - Misuse of AI in academic work, including plagiarism and **unacknowledged AI assistance**, will be treated as a **breach of academic integrity** and subject to disciplinary action.
 - The school aligns with the **JCQ guidance on AI use in assessments**.
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6. AI in Teaching and Learning

- AI should be used to **enhance** learning, not replace critical thinking and student effort.
- Teachers may use AI to support lesson planning, but final materials must be reviewed for accuracy and bias.

- AI tools will be used responsibly, ensuring they complement staff professional judgment and expertise, without replacing them.
 - Staff remain professionally responsible and accountable for the quality and content of any output generated by AI, however generated or used.
 - AI tools can assist staff in gathering and creating relevant educational resources, lesson plans, generating extension tasks or scaffolded work, and identifying potential knowledge gaps. Staff will be required to make necessary adjustments to ensure pupil learning objectives are met.
 - AI-generated content must be fact-checked before use.
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7. Use of AI by Pupils

- Students should develop AI literacy skills, including understanding its limitations and biases.
 - Pupils will be permitted to explore and experiment with age-appropriate AI-based projects, allowing them to learn how to use AI for knowledge building, problem-solving, data analysis, and creative expression.
 - A culture of responsible AI use will be fostered through engaging pupils in conversations about data privacy, bias, safeguarding, and the social impact of AI applications.
 - Pupils will be taught not to enter personal, sensitive or confidential data into Generative AI tools including any information that could be used to identify them.
 - AI education will be incorporated into the PSHE curriculum to provide pupils with an understanding of AI's capabilities, limitations, and ethical implications.
 - Pupils will receive education on responsible and ethical AI use, including the potential risks and consequences of relying solely on AI tools to complete assignments, coursework, or homework.
 - Teaching staff will emphasise the importance of critical thinking, creativity, and originality in pupil work.
 - The school is committed to upholding academic integrity. Students are prohibited from using AI technologies to engage in cheating or plagiarism. Clear consequences will be outlined for academic misconduct related to AI use.
 - The school aligns with the JCQ guidelines AI Use in Assessments: Protecting the Integrity of Qualifications. The AI policy should be read in conjunction with this [document](#).
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8. Community Engagement and Training

- The school will provide **training and guidance** for staff and students on responsible AI use.
- Staff have a responsibility to identify any training and development needs to ensure they adhere to this policy and should discuss these with their line manager.
- **Students** will receive instruction on how to use AI responsibly, identify biases, and understand its limitations.

- AI-related feedback from all stakeholders will be incorporated into **policy reviews and updates**.
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9. Policy Review and Compliance

- This policy is reviewed **annually**, or as often as necessary, in alignment with **JCQ, DfE, and GDPR regulations**.
 - Any breaches of this policy will be subject to the school's **disciplinary procedures**.
 - Staff, students, and parents are encouraged to report **concerns about AI misuse** to the school's leadership team.
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Policy Date: July 2025

Next Review Date: July 2026