



KINGSDALE FOUNDATION SCHOOL ARTIFICIAL INTELLIGENCE (AI) POLICY

Name of policy	Artificial Intelligence (AI) Policy
Reviewed by	SMT
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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. The school will adopt a risk-based approach to the implementation of AI technologies. Any new AI system must be reviewed for its educational benefit, safeguarding implications, privacy risks, security arrangements and potential impact on equality and inclusion before being approved for use within the school. Where appropriate, AI tools should meet the Department for Education's expectations relating to the safe and responsible use of Generative AI products.

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
- AI use should be transparent and accountable, *with staff remaining responsible for all decisions and outputs generated through AI technologies.*

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 the Child Protection and Safeguarding, Data Protection, Teaching and learning Policy, Assessment Policy and should be read in conjunction with them.

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.

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.
 - Staff and students must not upload safeguarding information, personnel records, confidential school documentation, assessment materials or identifiable pupil data into publicly available AI systems.
 - Before using a new AI tool, staff should consider any implications relating to copyright, intellectual property rights and data protection requirements.
 - Any AI system being considered for use within the school must be reviewed to ensure appropriate privacy, security and safeguarding measures are in place.
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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 where its use has been permitted by the teacher or awarding organisation. Students remain responsible for the accuracy, authenticity and integrity of all work submitted in their name. Students must not present AI-generated content as their own original work. Failure to acknowledge the use of AI may be treated as malpractice in line with JCQ regulations and school procedures.
 - 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. AI may be used to support lesson planning, resource development, adaptive learning, accessibility, administrative efficiency and teacher workload reduction. However, AI must not replace professional judgement, effective teaching practice or meaningful interaction between teachers and pupils.
 - 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.
 - Staff should consider the potential for bias, inaccuracies and outdated information when using AI-generated content and must review all outputs before use with pupils.
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7. Use of AI by Pupils

- Pupils will develop AI literacy skills that enable them to critically evaluate AI-generated content, recognise misinformation, identify bias and understand the limitations of AI technologies.
- Any AI tools used directly by pupils must be age-appropriate, educationally relevant and approved by the school.
- 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 and wider curriculum to provide pupils with an understanding of AI's capabilities, limitations, ethical implications, online safety considerations and future workplace relevance.
 - 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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Community Engagement and Training

- The school will provide ongoing training, guidance and professional development opportunities for staff and students on the safe, effective and ethical use of AI technologies. Training will include safeguarding, data protection, assessment integrity and 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**.
 - Parents and carers may be provided with information and guidance to support safe and responsible AI use at home.
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8. Policy Review and Compliance

- This policy is reviewed annually, or more frequently if necessary, to reflect developments in AI technologies and updates to DfE, JCQ, Ofsted, ICO, safeguarding or data protection guidance.
 - 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 2026

Next Review Date: July 2027

