



Elm Tree Multi Academy Trust

Artificial Intelligence Policy

2025

Approval and Review

This Policy is reviewed in discussion with staff and governors/ trustees.

Effective from: September 2025

Approved by: Trust Board

Review Date: September 2027

Review Leader: CFO

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1. Introduction

Artificial Intelligence (AI) refers to computer systems designed to perform tasks that typically require human intelligence.

Policy Aims

This policy aims to:

- Support staff to explore AI solutions to improve efficiency and reduce workload
- Prepare staff, governors/ trustees and students for a future in which AI technology will be an integral part
- Support the use of AI to enhance teaching and learning
- Promote equity in education by using AI to address learning gaps and provide personalised support
- Ensure that AI technologies are used ethically and responsibly by all staff, governors/ trustees and students
- Protect the privacy and personal data of staff, governors/ trustees and students in compliance with the UK GDPR

2. Roles and Responsibilities

Trustees will:

- Take overall responsibility for monitoring this policy and ensuring it meets the needs of all those within the Trust
- Ensure the policy is compliant with all regulation regarding the use of AI within schools

Governors will:

- Take responsibility for monitoring this policy and holding Headteachers to account for its implementation within their schools
- Ensure Headteachers are appropriately supported to make informed decisions regarding the effective and ethical use of AI in the school
- Adhere to the guidelines below to protect data when using generative AI tools

The Senior Leadership Teams will:

- Take responsibility for the day-to-day leadership and management of AI use in their school
- Liaise with the data protection officer (DPO) to ensure that the use of AI is in accordance with data protection legislation
- Ensure that the guidance set out in this policy is followed by all staff
- Review and update this AI policy as appropriate
- Ensure staff are appropriately trained in the effective use and potential risks of AI
- Ensure students are taught about the effective use and potential risks of AI

The DPO (Data Protection Officer) will:

- Take responsibility for monitoring and advising on our compliance with data protection law, including in relation to the use of AI.

The Trust Safeguarding lead will:

- Take responsibility for monitoring and advising on our compliance with safeguarding requirements including in relation to the use of AI, such as:
 - Being aware of new and emerging safeguarding threats posed by AI
 - Updating and delivering staff training on AI safeguarding threats
 - Responding to safeguarding incidents in line with Keeping Children Safe in Education (KCSIE)

Staff will:

As part of our aim to reduce staff workload while improving outcomes for our students, we encourage staff to explore opportunities to meet these objectives using appropriate AI tools. Any use of AI must follow the guidelines set out in this policy.

All staff play a role in ensuring that students understand the potential benefits and risks of using AI in their learning. All staff have a responsibility to guide students in critically evaluating AI-generated information and understanding its limitations.

Students will:

Follow the guidance identified in the Online Safety and Acceptable Use Policy (see appendix 1). Students will also act on the advice of staff, to support in their understanding of when it is and when it is not acceptable to use AI to support their learning. Students will properly reference any use of AI, where this is permitted and will adhere to teacher instruction, to prevent misuse of AI and potential malpractice.

3. Legislation and Guidance

This policy reflects good practice guidelines/recommendations in the following publications:

- [AI regulation white paper](#), published by the Department for Science, Innovation and Technology, and the Office for Artificial Intelligence
- [Generative artificial intelligence \(AI\) and data protection in schools](#), published by the Department for Education (DfE)

This policy also meets the requirements of the UK General Data Protection Regulation (UK GDPR) – the EU GDPR was incorporated into UK legislation, with some amendments, by [The Data Protection, Privacy and Electronic Communications \(Amendments etc\) \(EU Exit\) Regulations 2020](#) and the [Data Protection Act 2018 \(DPA 2018\)](#).

4. Data Protection and Privacy

To protect data when using generative AI tools, users must:

- Seek advice from the DPO/ IT Support Team/ Digital Literacy Lead, as appropriate
- Ensure there is no identifiable information included in what they put into open generative AI tools*
- Acknowledge or reference the use of generative AI in their work
- Fact-check results to make sure the information is accurate

If personal and/or sensitive data is entered into an open generative AI tool, the Elm Tree Multi Academy Trust will treat this as a data breach and will follow the personal data breach procedure outlined in our data protection policy.

*Definitions from this section:

- **Open generative AI tools** are accessible and modifiable by anyone. They may store, share or learn from the information entered into them, including personal or sensitive information
- **Closed generative AI tools** are more secure, as external parties cannot access the data you input.

5. Ethical Use of AI

The Elm Tree Multi Academy Trust is committed to using AI technologies in an ethical, transparent and responsible manner. We acknowledge that AI technologies have the potential to significantly

enhance student learning and engagement, but we also recognise the importance of protecting student privacy and ensuring that the use of these technologies is consistent with ethical considerations.

To support with ethical use of AI, there will always be human oversight and control over any AI systems. The trust requires all AI users to:

- Use generative AI tools ethically and responsibly
- Consider the principles set out in our Equality and Diversity policy when using generative AI tools
- Consider whether the AI tool has access to up to date information or only to a certain point in time, as this may impact the accuracy of the output
- Fact and sense-check the output before utilising it
- Not generate explicit or offensive content
- Not input offensive, discriminatory or inappropriate content as a prompt
- Check age restrictions set by AI tool providers, ensuring suitability for student use

The Trust will provide training/ education for staff and students to support their understanding and awareness of the effective and ethical use of AI in line with other school policies.

6. Appropriate Use of AI

The Elm Tree Multi Academy Trust is committed to helping staff, students and governors/ trustees reduce their workload, so long as it does not impact the quality of outcome or learning. Generative AI tools can make certain tasks quicker and easier to complete but cannot replace the judgement and knowledge of a human expert therefore staff, governors/ trustees and students should always consider whether AI is the most appropriate tool to use.

For staff, AI may be useful in supporting functions such as administrative tasks, policy creation, drafting communications such as bulletins or newsletters, lesson planning, assisting in marking and feedback, designing personalised learning resources or for professional development purposes. Staff must ensure that all use of AI for such functions, is in line with ethical expectations (see section 5) and does not involve entering personal and/or sensitive data into an open generative AI tool (see section 4).

Regardless of which AI tools or resources are used to produce plans, policies or documents, the quality and content of the final document remains the professional responsibility of the staff member or governor/ trustee who produced it. Any member of staff or governor/ trustee using an AI-generated plan, policy or document should only share or use the AI-generated content if they are confident of the accuracy of the information, as the content remains the professional responsibility of the person who produced it.

For students, the guidance provided in the Online Safety and Acceptable Use Policy (see appendix 1) identifies acceptable and appropriate use of AI. Students must not use AI tools in a manner that undermines the authenticity of their work or limits their learning. Students are required to declare any AI assisted use in their submissions, detailing how and where it was used. Students should not submit AI generated content as this is classed as plagiarism.

Students will be educated on the appropriate use of AI, the importance of academic integrity and the risks associated with unacknowledged AI use. Teachers will ensure that students are always aware of when it is and when it is not acceptable to use AI to support their learning. They will also remind students of how to properly reference any use of AI, where this is permitted; students must adhere to teacher instruction, to prevent misuse of AI and potential malpractice.

In formal/ external assessments, students may need to complete a declaration form (qualification dependant) to confirm that they have followed the instructions given by the teacher regarding the acceptable use of AI, in line with JCQ guidelines.

The Trust will continue to take reasonable steps where applicable to prevent malpractice involving the use of AI in assessments (see our Exams policy for more details) and will continue to follow the latest guidance published by the Joint Council for Qualifications (JCQ) and the relevant Exam boards on AI use in assessments.

Staff will use appropriate measures and technology to assess whether use of AI in student work is appropriate and properly referenced. Unacknowledged or inappropriate use of AI will be treated as malpractice and will be dealt with as per the latest JCQ/Exam board guidelines.

7. Monitoring and Transparency

AI technology, and the benefits, risks and harms related to it, evolve and change rapidly. Consequently, this policy is a live document that must be kept updated whenever there is a significant change to either AI use by the Trust or the associated risks of AI usage.

This policy will also be regularly reviewed and updated to align with emerging best practices, technological advancements and changes in regulations.

The policy will be shared with governors/ trustees at least biannually.

All staff are expected to read and follow this policy.

The Trust will ensure members of the Trust community are kept up to date on the use of AI technologies for educational purposes through staff training opportunities. Feedback from students, parents/carers and staff will be considered in the ongoing evaluation and development of AI use in Trust schools.

8. Breach of this Policy

Staff must report any breach of this policy, either by themselves, another member of staff, or a student to the Headteacher immediately.

Any suspected case of breach of this policy will be investigated.

Breach of this policy by a student will be investigated and dealt with in line with the most relevant policy (e.g. Exams policy or Behaviour and Engagement policy).

Breach of this policy by staff will be dealt with in line with the Staff Behaviour Policy. Where disciplinary action is appropriate, it may be taken whether the breach occurs:

- During or outside of working hours
- On an individual's own device or a school device
- At home, at school or from a remote working location.

Staff members will be required to co-operate with any investigation into a suspected breach of this policy. This may involve providing us with access to:

- The generative AI application in question
- Any relevant passwords or login detail.

9. Links with other policies

This policy should be read in conjunction with the following policies:

- Online Safety and Acceptable Use policy
- Data Protection policy

- Safeguarding policies
- Complaints policy
- Equality and Diversity policy
- Staff Behaviour policy
- Exams policies and related JCQ/Exam board guidance
- Behaviour and Engagement policy

Appendix 1: Artificial Intelligence Acceptable Use Policy

Purpose of the Policy:

This policy will provide clear guidelines and rules on the use of Artificial Intelligence (AI) within the school and learning environment.

We recognise the AI has uses in helping students to learn, but it must be utilised appropriately and with acknowledged intent.

| | Do's | Don'ts |
|---|---|---|
| Research and Study Support | AI tools may be used for gathering information, summarising content, and enhancing understanding. If used for research you need to critically evaluate AI outputs and check for accuracy. | Do not accept that all content is always correct. Be vigilant to fact check responses and reference your sources. |
| Data Protection | When entering any information in AI programs double check to remove all sensitive information. | Do not enter full names or photographs of people into AI programs. |
| Use of AI for Classwork and Internal Assessment | AI can be used as a tool to help with research into new topics and ideas. Some teachers may ask you to use AI when specifically studying and discussing AI in schoolwork, for example in IT lessons or art homework about AI-generated images. | Do not use AI to write your homework or in class assignments. If you present AI written text as your own work this will be classed as plagiarism (cheating) and will be sanctioned in line with the school behaviour policy. |
| Use of AI in Formal Assessments (NEA's and Externally Set Assignments) | All students must comply with the most up to date JCQ Guidelines and Exams policies. Where AI tools have been used as a source of information, student acknowledgement must show the name of the AI source used and the date the content was generated. For example: ChatGPT 3.5 (https://openai.com/blog/chatgpt/), 25/01/2025 | Do not use AI within your assessments without discussing with your teacher and clearly identifying in your work where and when you got the content from. See 'Exams Policy of AI Use' below |

| | | |
|---|---|---|
| <p>Ethical and Appropriate Use of AI</p> | <p>When using AI make sure to use appropriate language and prompts.</p> | <p>Do not use AI content to;</p> <ul style="list-style-type: none"> • Generate content to impersonate, bully or harass another person • Generate explicit or offensive content. • Input offensive, discriminatory or inappropriate content as a prompt |
| <p>EXTRA</p> | <p>At all times where AI has been used to research any aspect of your work make sure to acknowledge this.</p> <p>Teachers may use AI detection tools to validate AI use as needed and at the discretion of their subject department.</p> <p>If you are unsure on an aspect of the above you can talk to your subject teacher.</p> | |

This is an overview and not an exhaustive list of what is and not acceptable use. This policy will be reviewed yearly to consider national updates as needed.

Appendix 2: Exams Policy of AI Use (North Leamington School)

If students are found to be using AI inappropriately, against the advice given to students, based on JCQ guidelines, the following internal procedures will be followed;

1. The student will meet with SLT in Charge of Examinations, or a colleague designated by them, to discuss findings.
2. The student's parent/carer will be informed.
3. Engagement and Behaviour policy, as appropriate, will be followed.
4. If appropriate, the student will be given resources/time/a further opportunity to replace the work.
5. If the student is found to have utilised AI on a subsequent occasion, the school reserves the right to remove the student from the relevant qualification(s) to protect the integrity of the centre.