Archbishop Beck Catholic College

Artificial Intelligence (AI) Policy

School Policy on the Use of Artificial Intelligence (AI)

Archbishop Beck Catholic college, will always look at ways in which we can use technology in an innovative way to support student's learning, improve organisational efficiency, enhance communication with stakeholders and reduce staff workload. The school's Governing Body and Senior Leadership Group and aware of the ability of tools based upon Artificial Intelligence (AI) to impact upon each of these areas and so within this document have outlined the proposed areas and scope of allowable use by members of staff and students. Our intention as a school is to allow stakeholders to research and engage with AI products that enhance our educational purpose, maintain our ethical position, adhere to all UK and International frameworks, respects copyright and Intellectual Property law and ensure that we remain innovative exponents of technology.

This is entirely in keeping with the school's overall approach to the use of digital technologies in so much as:

- Any adoption of AI is to improve the learning experience of pupils.
- It is not our intention that AI is used to replace face to face teaching or alter the school's pedagogical approach
- Teachers will monitor student's use of AI to ensure its use aligns with curriculum strategies, methodologies and aims.
- The use of AI will look to develop life skills within our pupils such as critical thinking and problem solving and in so doing will not only enhance their learning but prepare them for the world beyond school and employment opportunities that may exist in the future.

This policy applies to all staff, students and stakeholders within our school.

Ethical use:

Our understanding is that freely available AI tools fall into two categories: Large Language Models (LLM) such as ChatGPT, TeachMate AI and Bard and Natural Language Processing (NLP) such as Alexa and Siri. As a school, we acknowledge that both avenues represent substantial opportunities for learning in teaching with LLM tools allowing for the reduction of teacher workload, production of learning manuals & guides and to enhance learning opportunities whilst NLP tools can assist with greater personalisation of learning and potentially to support students with SEND. However, as the school are predicated on Microsoft Technologies, the CoPilot product will be the solution of choice due to its management capabilities and ability to monitor and trace all CoPilot AI activity in Microsoft Purview.

In order to ensure that all tools used by stakeholders in our school comply with rigorous national and international legal frameworks, we will maintain a register of appropriate/permissible products over and above the Microsoft CoPilot that the school is confident meets these high standards. The register will be maintained by DPO and will be made available to all staff via INSET training.

Should a member of the school community wish to adopt another AI technology, they must make a written request to the register holder including the name of the product, where they were made aware of it and the purpose for which they wish it to be used. The register holder will (alongside the school's technical advisors) evaluate the product. If trials are successful, it will be added to the register, and all stakeholders will be made aware. If trials are unsuccessful then the request maker will be emailed and the outcome discussed.

The primary factors in determining whether the school recommends the use of any tool will be; if the tool has a direct relevance and augments existing, agreed curriculum policies and directions and if the tool does bring about a pedagogical benefit.

Adoption of AI:

Whilst accepting that a primary aim of the adoption of AI is to reduce teacher workload, it is also important that transparency and disclosure remain at the forefront of all we do. With this in mind:

- Any content generated using approved AI tools will be clearly marked
- Whether colleagues, pupils or parents, recipients should be made aware by the content producer that AI has supported the production of the material
- DPO will periodically and randomly check materials to ensure this is observed

Any breach will be seen as a breach of staff conduct and may result in disciplinary action.

Data Protection:

All users of AI tools must ensure that both the tool and data generated by the tool respects the privacy of all stakeholders within the school community. Via the evaluation process, the school will ensure that the use of AI:

- Complies with data protection laws, including age restrictions and parental consent, and ensure individual privacy when using AI.
- Is compliant with GDPR or other relevant data protection laws, as verified by the [appropriate team] (e.g.: not sharing pupil details on any external platform].
- Is subject to regular review and updates from DPO relating to data storage and handling procedures to ensure compliance.

Should any staff member have any concern regarding the integrity of data storage or handling they should immediately end the use of the AI tool and refer to DPO for evaluation.

Workload Reduction:

Whilst the reduction in teacher workload is a primary driver of the development of AI within our school, all members of the teaching team must take a cautious and vigilant approach. AI should enhance, not replace, human creativity. Examples include but are not limited to lesson planning, quiz creation, and flashcard generation. Teachers MUST verify the suitability, accuracy, and curriculum alignment of any AI-generated materials. Specifically, individual teachers will be responsible for:

- The fact checking of all AI generated materials to ensure it is factually correct
- Ensuring that all materials comply with all other school policies such as the School's Acceptable Use Policy

Safeguarding:

As with all digital technologies, all staff must be aware of the potential of AI to exacerbate or even create safeguarding issues. As a school, we adopt the stance of 'it could happen here' and so all staff must be vigilant and make children aware of the potential abuses of AI including:

- deep fakes and impersonation;
- harassment and bullying;
- criminality, coercion, grooming and exploitation.

Implementation:

As described above, the school will outline a clear direction surrounding the adoption of existing and new AI tools. This will involve:

- Naming a senior person responsible for the implementation of AI across the school
- Working alongside our technical personnel inside and outside the school to establish a list of approved tools and providing appropriate CPD so that the team feels empowered to adopt them
- Establishing a request model for individual staff members to promote or encourage the use of new tools as they become available

- Identifying staff members who will trial the use of tools and consider the potential risks and benefits of application. Feedback to colleagues will take place at Staff Meetings and INSET days
- Reviewing our available library of tools periodically to ensure changes have not been made to the original system and they remain beneficial

Once this process has been completed, the tool will be evaluated and implemented across the school.

Monitoring and Compliance:

As implementation and adoption takes place across the school, it will become increasingly important to ensure that the technology is used in the ways outlined in this policy. To assist staff in this task:

- Initial content production should be discussed with line management before it is distributed to pupils, parents or any other stakeholder
- Head teacher or Deputy Head Teacher, as a member of the Senior Leader Team will arbitrate on any issues raised by the Line Manager
- Network Manager, as our technical advisor will be available to discuss matters relating to data integrity, management and security should there be any misunderstanding or confusion about how a tool functions
- The Head and DHT will perform 'spot-checking' exercises to ensure compliance with this policy
- The IT Governor will be involved in decision making relating to the adoption and use of AI tools
- A review of all requests to adopt a new AI tool will take place within x working days and a review of approved tools will take place annually.

Summary:

This school accepts that AI will be both a pervasive and disruptive technology in schools and wider society over the coming years. Our aim as a school is to embrace the opportunities it brings to enhance learning and teaching experience of our entire school community whilst at the same time adopting an 'eyes wide open' approach to the potential risks that this may bring. This policy is written with regards to issues that are currently hypothetical and therefore will be reviewed and modified to reflect actual practice as it and the tools that it is based upon develops further. At all stages in our development, the purpose of this plan will be to inform and guide our staff whilst encouraging and fostering innovation and creativity.