Woodchurch High School

A Church of England Academy

AI Usage Policy for Staff/ Pupils

December 2024

Woodchurch High School AI Usage Policy for <u>Staff</u>

Date: December 2024

Introduction:

As part of our commitment to embracing technological advancements and ensuring the safety, security, and ethical use of emerging technologies, Woodchurch High School has developed this policy to guide staff members in the appropriate use of Artificial Intelligence (AI) within our educational setting. We serve primarily to use AI for the purposes of:

- Develop the quality of our provision;
- Support personalised, engaging learning experiences;
- Support staff workload;
- Enhance pupil outcomes.

Purpose:

The purpose of this policy is to establish guidelines and expectations regarding the use of AI technologies by staff members, ensuring that they are used responsibly, ethically, and effectively to enhance teaching, learning, and administrative processes.

Scope:

This policy applies to all staff members, including teaching and non-teaching staff, who utilise AI technologies within the school premises or in association with school-related activities.

Policy:

Ethical and Responsible Use:
a. Staff members are expected to use AI technologies in a manner that aligns with the values and principles of Woodchurch High School, including integrity, justice and trust, respect and transparency.
b. AI technologies should not be used to discriminate against individuals or groups based on characteristics such as race, gender, ethnicity, disability, or socio-economic status.
c. Staff members should consider the potential impact of AI technologies on pupils' privacy, data protection, and security, ensuring compliance with relevant laws and regulations, including the General Data Protection Regulation (GDPR).
d. Any decisions made or influenced by AI technologies should be transparent, explainable, and subject to human oversight to mitigate the risk of bias or error.

Educational Use:
a. AI technologies may be used to support teaching and learning, including

personalised learning, adaptive assessments, and educational analytics.
b. Staff members should critically evaluate the educational value and effectiveness of AI applications before integrating them into classroom instruction, ensuring alignment with curriculum objectives and the teaching and learning policy.

Professional Development:
a. Woodchurch High School is committed to providing staff members with opportunities for professional development and training in AI literacy, including understanding the capabilities, limitations, and ethical implications of AI technologies.
b. Staff members are encouraged to explore innovative uses of AI technologies in education and share best practices with colleagues to enhance teaching and learning outcomes.

Data Governance:
a. Staff members are responsible for safeguarding pupils and staff data collected or processed through AI technologies, ensuring that it is used for authorised purposes only and stored securely in accordance with school policies.
b. Any data collected through AI technologies should be used to inform decision-making, improve educational outcomes, and enhance the overall effectiveness of school operations.

Compliance and Monitoring:
a. Compliance with this policy is mandatory for all staff members utilising AI technologies within the school environment.
b. The school leadership reserves the right to monitor and audit the use of AI technologies to ensure adherence to this policy and address any concerns or violations promptly.
c. AI technologies are now widespread and easy to access. Staff, pupils and parents/carers may be familiar with generative chatbots such as ChatGPT and Gemini. Woodchurch High School recognises that AI has many uses to help pupils learn, but also poses risks to sensitive and personal data. To ensure that personal and sensitive data remains secure, no one will be permitted to enter such data into unauthorised generative AI tools or chatbots. If personal and/or sensitive data is entered into an unauthorised generative AI tool, Woodchurch High School will treat this as a data breach, and will follow the personal data breach procedure.

Conclusion:

By adhering to the principles and guidelines outlined in this policy, staff members play a crucial role in harnessing the potential of AI technologies to advance teaching, learning, and administrative practices while upholding the values and standards of Woodchurch High School. We encourage all staff members to embrace AI as a tool for innovation and continuous improvement in education.

Woodchurch High School AI Usage Policy for <u>Pupils</u>

Date: December 2024

Introduction:

At Woodchurch HIgh School, we recognize the importance of empowering pupils to become responsible digital citizens in an increasingly technology-driven world. This policy outlines the expectations and guidelines for pupils regarding the use of Artificial Intelligence (AI) technologies, fostering positive digital citizenship and promoting ethical conduct in digital environments. We serve primarily to use AI for the purposes of:

- Developing the quality of our provision;
- Supporting personalised, engaging learning experiences;
- Supporting staff workload;
- Enhancing pupil outcomes.

Purpose:

The purpose of this policy is to ensure that pupils understand their rights and responsibilities when using AI technologies, promoting respectful and responsible behaviour online, and fostering a safe and inclusive digital learning community.

Scope:

This policy applies to all pupils enrolled at Woodchurch HIgh School and governs their use of AI technologies within the school premises, during school-sponsored activities, and when using school-provided digital resources or platforms.

Policy:

> **Respectful and Ethical Conduct:**
> a. Pupils are expected to demonstrate respect for themselves and others when using AI technologies, including interacting with peers, teachers, and online communities.
> b. Discriminatory behaviour, cyberbullying, harassment, or any form of online misconduct will not be tolerated and may result in disciplinary action in accordance with school policies.
> c. Pupils should use AI technologies in ways that promote inclusivity, diversity, and cultural sensitivity, recognizing and celebrating the unique identities and perspectives of individuals from diverse backgrounds.
>
> **Privacy and Security:**
> a. Pupils should prioritise the protection of their personal information and privacy when interacting with AI technologies, avoiding sharing sensitive information or engaging in risky online behaviours.
> b. Any data collected or generated through AI technologies should be handled responsibly and used for educational purposes only, respecting the privacy

rights of individuals and complying with relevant data protection laws and regulations.

Critical Thinking and Media Literacy:
a. Pupils should develop critical thinking skills and media literacy competencies to evaluate the credibility, accuracy, and relevance of information obtained through AI technologies.
b. They should question and analyse the sources of information, discerning between reliable and unreliable sources, and exercising caution when encountering misinformation, fake news, or biassed content online.

Responsible Use of AI Technologies:
a. Pupils are encouraged to explore and experiment with AI technologies for educational purposes, leveraging them to enhance learning experiences, solve problems, and foster creativity and innovation.
b. They should use AI technologies in accordance with school policies and guidelines, respecting intellectual property rights, copyright laws, and terms of service agreements.

Reporting Concerns:
a. Pupils who encounter inappropriate, harmful, or concerning behaviour online, including instances of cyberbullying, harassment, or misuse of AI technologies, are encouraged to report such incidents to a trusted adult or school staff member promptly.
b. The school is committed to providing support and resources to address and resolve issues related to digital citizenship and online safety in a timely and appropriate manner.

Conclusion:

By adhering to the principles of good digital citizenship and following the guidelines outlined in this policy, pupils contribute to creating a positive and respectful digital learning environment at Woodchurch High School. We encourage all pupils to embrace their roles as responsible digital citizens and leverage the power of AI technologies for positive and productive purposes.