**Artificial Intelligence (AI) Use by staff Policy**

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| **ST ANDREW’S COLLEGE POLICY DOCUMENT** | |
| **TO BE REVIEWED: August 2025** | **RESPONSIBILITY: Deputy Head (Academic)** |
| **AUTHORISED BY: Annette Poulain**  **DATE: 16/07/25** | **SIGNATURE:** |

**1. Introduction and Purpose**

This policy provides a framework for the ethical and responsible use of Artificial Intelligence (AI), including generative AI tools, by all college staff. The aim is to support the effective use of AI in education while ensuring that usage remains safe, transparent, and compliant with relevant legislation, including the UK General Data Protection Regulation (UK GDPR), safeguarding laws, and guidance issued by the Department for Education (DfE).

**2. Scope**

This policy applies to all staff at the college, including:

* Teaching staff (full-time, part-time, and supply)
* Learning support assistants
* Administrative and support staff
* IT personnel
* Managers and leadership teams

It covers all forms of AI, particularly generative AI tools such as ChatGPT, Google Gemini, Microsoft Copilot, and similar platforms.

**3. Acceptable Use of AI**

Staff may use AI tools to **support and enhance** their professional duties, including:

**Teaching and Learning**

* Drafting lesson plans, schemes of work, or suggested activities.
* Creating differentiated learning materials for learners with diverse needs.

*Example: Using AI to produce simplified reading passages for students with lower literacy levels.*

* Generating quiz questions, flashcards, or formative assessments.

*Example: Using a tool like ChatGPT to create multiple-choice revision questions for a GCSE Science unit.*

* Providing feedback templates that are later personalised by the teacher.

*Example: Generating constructive phrases for a Year 12 coursework draft review.*

**Administrative Tasks**

* Drafting standard emails or letters to parents and carers (must be reviewed before sending).

*Example: Producing a draft communication for a parents’ evening schedule.*

* Assisting with report writing or spreadsheet formatting.
* Summarising meeting notes or converting spoken feedback into written summaries.

**Professional Development**

* Summarising educational research or government guidance for internal use.
* Creating examples for staff training (e.g., safeguarding scenarios).

**4. Unacceptable Use of AI**

Staff **must not** use AI tools in the following ways:

* Inputting **personal, confidential, or sensitive information**, such as student names, SEN details, safeguarding concerns, or staff records.

*Example: Never copy and paste an EHCP (Education, Health and Care Plan) into an AI platform.*

* Allowing AI-generated content to replace professional judgment or decision-making.
* Using AI to assess or grade students’ work independently.
* Presenting AI-generated material as fact without verification, which may lead to the spread of misinformation.
* Using AI to generate inappropriate or unprofessional content, intentionally or otherwise.

**5. Data Protection and Privacy**

In accordance with UK GDPR and DfE guidance:

* Staff must **not input any personally identifiable information** into AI tools unless the platform is college-approved and compliant with UK data protection laws.
* AI tools should be reviewed by the college’s **Data Protection Officer (DPO)** before widespread use.
* Any platform used must have clear data usage and retention policies.

*Example: Do not use a free version of ChatGPT to write an email about a student by name — instead, anonymise or use internal systems.*

**6. Safeguarding and Student Safety**

AI tools must be used in a manner that protects students from harm. Therefore:

* Student use of AI must be supervised or carefully monitored.
* AI should not be used to generate advice on safeguarding, mental health, or wellbeing without professional oversight.
* AI-generated content shown to students must be reviewed to ensure appropriateness and accuracy.

*Example: Before using AI-generated images in class, staff must check that nothing inappropriate or biased is included.*

**7. Intellectual Property and Plagiarism**

* Staff must not present AI-generated material as their original work without disclosure.
* When creating or modifying content with AI, copyright laws still apply.
* Staff should be aware that AI tools may reproduce content from protected sources.

*Example: An AI-generated lesson using copyrighted texts (like from exam boards) must still be cleared for use.*

**8. Staff Responsibilities and Training**

* All staff are responsible for ensuring they use AI in accordance with this policy.
* Training and CPD on the ethical use of AI will be made available.
* Staff should seek advice if uncertain about using a specific tool or platform.

*Example: If unsure whether an AI platform is safe to use, consult the college's IT team or DPO.*

**9. Monitoring, Evaluation, and Review**

* The college will monitor how AI tools are used and evaluate their impact on teaching, learning, and administration.
* This policy will be reviewed **annually** or in response to new DfE guidance.
* Staff feedback will be incorporated into future versions of this policy.

**10. Breaches of Policy**

Failure to comply with this policy may result in disciplinary action, depending on the severity of the breach. Any suspected misuse should be reported to a line manager or the senior leadership team.

**11. Further Guidance and References**

* Department for Education: [Generative Artificial Intelligence in Education (2023)](https://www.gov.uk/government/publications/generative-artificial-intelligence-in-education)
* DfE: [Generative AI and Data Protection](https://www.gov.uk/guidance/data-protection-in-schools/generative-artificial-intelligence-ai-and-data-protection-in-schools)
* UK GDPR: [ICO Guidance on AI and Data Protection](https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/artificial-intelligence/)