Acceptable Use Policy

Approved by:	**Headteacher**	
	Chair of Governors	
Adopted by Governors	**July 2025**	
Last reviewed on:	**May 2025**	
Next review due by:	**July 2026**	

1. Aim of the Policy

The aim of this policy is to outline the appropriate use of Artificial Intelligence (AI) tools in Chetwynd Junior School, ensuring that their implementation supports teaching, learning, and administration while maintaining compliance with UK GDPR, safeguarding principles, and the school's commitment to data protection and security.

This policy governs the use of the following AI tools in our school:

- **Microsoft CoPilot**
- **AIla (Oak National Academy)**
- **Google Gemini**
- **Reading Coach**
- **Microsoft Education AI tools**
- **Report Assist AI**
- **TeachMate AI**

These tools will be used solely for administrative, planning, and educational resource development purposes. AI will **not** be used for personal data processing or marketing, and children will **not** directly interact with AI tools due to existing age restrictions.

2. Scope

This policy applies to all staff, including teaching, locum (supply), volunteers and administrative personnel, who may use AI tools for any non-personalised purpose

within the school environment. While children will not directly use AI tools, they will be taught about the ethical use of AI and its applications as part of the Computing National Curriculum (England).

3. How AI Tools Will Be Used

AI tools will be used to:

- Support lesson planning and curriculum development.
- Draft resources, emails, and letters for administrative purposes.
- Assist with student engagement through educational tools (e.g., Reading Coach).
- Generate age appropriate images to, text, video, simulations or code for educational purposes.
- Enhance staff efficiency by providing automated suggestions for improving teaching materials and daily administrative tasks.

AI tools must not be used to:

- Process, analyse, or store personal data of pupils, staff, or other individuals.
- Engage in marketing activities.
- Make automated decisions regarding pupils or staff.

Children will **not** directly use AI tools due to age restrictions set by providers. Instead, they will be taught about AI through lessons that align with the Computing National Curriculum (England), focusing on understanding the role of AI in society, its benefits, and its limitations.

4. Monitoring and Accountability

The use of AI tools will be monitored to ensure compliance with this policy, the school's Data Protection Policy, Acceptable Use Policy, Safeguarding and Child Protection Policy and Online Safety policy.

- **Access Control:** Staff must use AI tools with authorised school accounts only. Access will be controlled and managed by the IT department. The use of personal accounts to access AI tools is not prohibited.
- **Output Review:** Staff must review AI-generated outputs for accuracy, quality, relevance, ethical considerations and appropriateness before use.
- **Monitoring:** develop clear policy and procedure for using AI appropriately, regularly review AI tools used in school to ensure appropriateness to tasks undertaken, provide regular training to staff using AI (admin, teaching and TA teams), review DPIA for use of AI in school annually.
- **Intellectual property:** Abide by legal responsibilities when using AI for both text and images.
- **Emerging AI:** Staff to discuss new AI tools that they may become available to them so that they can be assessed for the school.

Any misuse of AI tools must be reported immediately to the Headteacher (Stephanie Lawes or Emily Ball), Data Protection (Stephanie Lawes) or WCC Data Protection Officer (DPO).

5. Security of Personal Data

To ensure the security of personal data:

- AI tools will not be used to input, process, or analyse personal or sensitive data.
- All staff will receive training on data protection principles, specifically regarding anonymised and non-personalised inputs into AI tools regularly.
- Any outputs containing sensitive or inappropriate information must be discarded and reported to the Data Protection (who will raise this with WCC DPO if needed).
- AI providers must comply with UK GDPR, and contracts with providers will be reviewed to ensure compliance.

6. Training Requirements

All staff using AI tools will receive training on:

- The appropriate use of AI in line with this policy.
- Safeguarding and data protection principles when using AI.
- Recognising and addressing potential biases or inaccuracies in AI-generated outputs.
- Procedures for reporting concerns or misuse of AI tools.

7. Safeguarding Considerations

The school recognises its duty to safeguard children and prevent potential risks associated with AI use. To this end:

- AI tools will not be used to communicate directly with pupils.
- Staff must review AI-generated educational content to ensure it aligns with safeguarding standards and age-appropriateness.
- Pupils will be educated on AI concepts and tools in a safe, age-appropriate manner as part of the Computing National Curriculum (England). This will not include direct use of AI tools in school.
- Concerns about inappropriate or harmful content generated by AI tools must be reported immediately to Stephanie Lawes or DSL

8. Linked Documents

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

- **Online Safety Policy**

- **Acceptable Use Policies (AUP)**
- **Staff Code of Conduct**
- **Data Protection Policy**
- **Safeguarding and Child Protection Policy**

These documents collectively establish the school's expectations for the safe and responsible use of technology.

9. Policy Review and Updates

This policy will be reviewed annually or whenever significant changes occur in AI technologies or their usage within the school. The review will be conducted by the Headteacher in conjunction with Emily Ball and Sarah Fitzgerald Entrust Education and WCC ICTDS technical services, incorporating feedback from staff and any relevant stakeholders.

Policy Approval
Headteacher
Date: May 2025

Staff (and Volunteer) Acceptable Use Policy

School Policy

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communication technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. They also bring opportunities for staff to be more creative and productive in their work. All users should have an entitlement to safe access to the internet and digital technologies at all times.

This Acceptable Use Policy is intended to ensure:

•that staff and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.

•that school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

•that staff are protected from potential risk in their use of technology in their everyday work.

The school will try to ensure that staff and volunteers will have good access to digital technology to enhance their work, to enhance learning opportunities for pupils learning and will, in return, expect staff and volunteers to agree to be responsible users.

Acceptable Use Policy Agreement

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users. I recognise the value of the use of digital technology for enhancing learning and will ensure that pupils receive opportunities to gain from the use of digital technology. I will, where possible, educate the young people in my care in the safe use of digital technology and embed online safety in my work with young people.

For my Professional and Personal Safety:

•I understand that the school will monitor my use of the school digital technology and communications systems.

•I understand that the rules set out in this agreement also apply to use of these technologies (e.g. laptops, email, learning platform etc.) out of school, and to the transfer of personal data (digital or paper based) out of school

•I understand that the school digital technology systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the school.

•I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.

•I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.

I will be professional in my communications and actions when using school ICT systems:

•I will not access, copy, remove or otherwise alter any other user's files, without their express permission.

•I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.

•I will ensure that when I take and / or publish images of others I will do so with their permission and in accordance with the school's policy on the use of digital / video images. I will not use my personal equipment to record these images, unless I have permission to do so. Where these images are published (eg on the school website / learning platform) it will not be possible to identify by name, or other personal information, of those who are featured.

•I will only use social networking sites in school in accordance with the school's policies.

•I will only communicate with parents / carers using official school systems. Any such communication will be professional in tone and manner.

•I will not engage in any online activity that may compromise my professional responsibilities.

The school and the local authority have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school:

•When I use my mobile devices (laptops / tablets / mobile phones / encrypted USB devices etc) in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment. I will also follow any additional rules set by the school about such use. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.

•I will only use personal email addresses on the school / ICT systems in line with the school policy.

•I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)

•I will ensure that my data is regularly backed up, in accordance with relevant school policies.

•I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.

•I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work. EG bulk photograph printing to the colour copier

•I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings, unless this is allowed in school policies.

•I will not disable or cause any damage to school equipment, or the equipment belonging to others.

•I will only transport, hold, disclose or share personal information about myself or others, as outlined in the Data Policy (or other relevant policy). Where digital personal data is transferred outside the secure local network, it must be encrypted. Paper based Protected and Restricted data must be held in lockable storage.

•I understand that data protection policy requires that any staff or pupil data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by school policy to disclose such information to an appropriate authority.

•I will immediately report any damage or faults involving equipment or software, however this may have happened.

<u>When using the internet in my professional capacity or for school sanctioned personal use:</u>

•I will ensure that I have permission to use the original work of others in my own work

•Where work is protected by copyright, I will not download or distribute copies (including music and videos).

I understand that I am responsible for my actions in and out of the school:

•I understand that this Acceptable Use Policy applies not only to my work and use of school digital technology equipment in school, but also applies to my use of school systems and equipment off the

premises and my use of personal equipment on the premises or in situations related to my employment by the school

•I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. This could include a warning, a suspension, referral to Governors / or the Local Authority and in the event of illegal activities the involvement of the police.

I have read and understand the above and agree to use the school digital technology systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.

USE OF ARTIFICIAL INTELLIGENCE

All staff/volunteers will watch the 'Data Protection when using AI' video (available here) before using AI tools to support school tasks.

School staff/volunteers may use generative AI tools to support the undertaking of tasks in school, namely:

- CoPilot (Microsoft school account)
- Alla (Oak National Academy)
- Gemini (Google school account)
- Reading Coach (Microsoft)
- Report Assist
- TeachMate AI

School staff/volunteers are not to allow pupils under 13 years of age to use AI tools directly, however pupils may learn about the use of AI within the Computing National Curriculum (England).

School staff/volunteers to consider whether there is a need for AI tools to undertake/support a task, to consider the use of AI tools in conjunction with Data Protection legislation and school policies, and whether the content generated by the AI tool(s) is factual/accurate and ethically compliant. Should personal information be shared with AI tools, this is a data breach and must be reported in line with the school's policies without delay.

Further advice from UNESCO can be accessed here.

AI tools are not to be used to cause harm or distress to colleagues, pupils, families or to bring the school into disrepute. AI tools are also not to be used in any illegal activity. Such behaviour goes against the school's Code of Conduct policy and may result in disciplinary action being undertaken by the school.

Staff / Volunteer Name:

Signed:

Date: