



**Excalibur Academies Trust**  
AI Responsible Use Policy

Version	Author	Created	Updated
February 2025	Andrew Twine	5 February 2025	13 May 25

Date of approval	Approved by	Last Review date	Next Review date
13 May 2025	Nick Lewis	13 May 2025	May 2026

**Document Control Page**

Revision	Date	Change	Origin of Change

Other Policies and Documents Associated
<p>Child Protection &amp; Safeguarding Policy</p> <p>Staff code of conduct</p> <p>IT acceptable use policy</p>

## Contents

1.	Introduction .....	1
2.	Executive Summary .....	1
3.	Scope.....	2
4.	Use by staff .....	2
5.	Use by pupils.....	3
6.	Potential misuse.....	3
7.	Ethical use.....	4
8.	Data protection implications .....	4
9.	References.....	5

## 1. Introduction

- 1.1 This policy outlines Excalibur Academies Trust's approach to implementing and using Artificial Intelligence (AI) in our educational setting.
- 1.2 Using this policy the Trust aims to harness the benefits of AI while mitigating potential risks and ensuring that staff and students are given a model in which AI can be employed safely, in line with Ofsted guidance and without compromising educational values.
- 1.3 This policy should be read alongside other Trust policies including specifically the Child Protection & Safeguarding Policy.

## 2. Executive Summary

- 2.1 AI usage is prevalent and now part of the modern world. It offers numerous opportunities for enhancing teaching, learning and administrative processes, leading to improved outcomes and efficiencies for schools.
- 2.2 Through responsible AI usage we aim to:
  - 2.2.1 Enhance academic outcomes and educational experiences for pupils
  - 2.2.2 Support school staff in managing their workload more efficiently and effectively
  - 2.2.3 Educate staff and pupils about safe, responsible and ethical AI use
  - 2.2.4 Incorporate AI as a teaching and learning tool, including to develop staff and pupils' AI literacy and skills
  - 2.2.5 Prepare staff and pupils for a future in which AI technology will be an integral part
  - 2.2.6 Promote equity in education by using AI to address learning gaps and provide personalised support
  - 2.2.7 Improve and streamline school operations to minimise cost, reduced risk and maximise efficiency
- 2.3 This policy outlines considerations for all users of AI to help them comply with applicable laws, regulations, policies and guidelines governing Keeping Children Safe in Education, intellectual property, copyright, data protection and other relevant areas.
- 2.4 Specific risks of AI are acknowledged in this policy including:
  - 2.4.1 Bias

2.4.2 Inaccuracy (including hallucinations)

2.4.3 Copyright

2.4.4 Data protection and privacy

### **3. Scope**

3.1 This policy applies to all staff, including temporary staff, consultants, governors, volunteers, contractors and anyone else working on the Trust's behalf. It is also applicable to pupils who will require support and guidance from staff as part of their learning.

### **4. Use by staff**

4.1 Staff are permitted to explore and utilise AI-based tools and technologies to assist in managing their work. Examples of such tasks may include lesson planning, professional development, facilities management, report or letter writing, marking and feedback.

4.2 Staff must not enter any personal information, either about themselves or others, (including personal data, intellectual property or private information, which includes commercially sensitive information such as contract) into any AI system.

4.3 Staff must ensure that AI tools are used responsibly and to complement staff professional judgment and expertise, without replacing them.

4.4 Staff remain professionally responsible and accountable for the quality and content of any output generated by AI, however generated or used.

4.5 Staff will receive appropriate training and support to effectively integrate AI into their work including professional development opportunities focused on AI tools and their effective integration into school administrative and teaching practices.

4.6 Staff have a responsibility to identify any training and development needs to ensure they adhere to this policy and should discuss these with line manager.

4.7 AI tools can assist staff in gathering and creating relevant educational resources, creating whole group or personalised lesson plans, generating extension tasks or scaffolded work, and identifying potential knowledge gaps. For instance AI tools can suggest specific topics or learning activities. Teaching staff are permitted to use these suggestions as a starting point, incorporating their professional expertise to customise the lesson plans and make necessary adjustments to ensure pupil learning objects and relevant professional standards are met.

## 5. Use by pupils

- 5.1 As part of child protection and safeguarding policies and processes, the Trust will ensure that its pupils will continue to be protected from harmful content online, including that which may be produced by AI technology. The Trust will ensure that staff are aware of the risks of AI which may be used to generate harmful content including deepfake and impersonation materials.
- 5.2 Pupils must not enter any personal information, either about themselves or others, (including personal data, intellectual property or private information, which includes commercially sensitive information such as contract) into any AI system.
- 5.3 A culture of responsible AI use will be fostered through engaging pupils in conversations about data privacy, bias, safeguarding and the social impact of AI.
- 5.4 Pupils will be permitted to explore and experiment with age-appropriate AI-based projects, allowing them to learn how to use AI for knowledge building, problem-solving, data analysis and creative expression.
- 5.5 AI education will be incorporated into the curriculum to provide pupils with an understanding of AI's capabilities, limitations and ethical implications. Guidance will be provided on identifying reliable and trustworthy AI sources and evaluating the credibility and accuracy of AI-generated information.
- 5.6 AI tools and technologies may be integrated into teaching and learning activities across various subjects and year groups, providing pupils with hands-on experience and opportunities to develop AI literacy and skills.
- 5.7 Pupils will receive education on responsible and ethical AI use, including the potential risks and consequences of relying solely on AI tools to complete assignments, coursework, or homework. Pupils will be encouraged by staff to be clear and transparent about where their work has been created with the assistance of AI.
- 5.8 Teaching staff will emphasise the importance of critical thinking, creativity, and originality in pupil work, discouraging the misuse of AI as a means of plagiarism or academic dishonesty. Clear guidelines and expectations will be communicated to pupils regarding the appropriate use of AI tools during assessments, ensuring that their work reflects their own efforts and understanding.

## 6. Potential misuse

- 6.1 All users of AI are responsible for their own use and must ensure compliance with all appropriate regulations and policies, including but not limited to
  - 6.1.1 This AI Responsible Use policy, paying particular attention to the ethical use section

- 6.1.2 Keeping Children Safe in Education
- 6.1.3 Staff code of conduct
- 6.1.4 IT acceptable use policy
- 6.2 Rules or guidance given by the Joint Council for Qualifications or individual Exam Board requirements
- 6.3 Child Protection & Safeguarding policy
- 6.4 Staff will not use school AI tools or data for personal gain or for any means in contravention of applicable laws.

## 7. Ethical use

- 7.1 The use of AI systems, in particular Generative AI, must be carried out with caution and an awareness of their limitations. Whether staff are using AI for teaching or school administrative purposes, or with pupils who will make use of this technology, they must be mindful of, and instruct pupils about, the following considerations:
  - 7.1.1 Bias – data and information generated by AI will reflect any inherent biases in the data set accessed to produce it. This could include content which may be discriminatory based on factors such as race, gender or socioeconomic background
  - 7.1.2 Accuracy – information may be inaccurate when generated so any content must be fact checked
  - 7.1.3 Currency – AI models may only collate data prior to a certain date and so content generated may not reflect the most recent information.
- 7.2 AI must not be used for automated decision making.
- 7.3 Staff must ensure their use of AI is proportionate and fair.

## 8. Data protection implications

- 8.1 Staff and pupils should be aware that any personal information entered into an AI system, or any other third party system, is no longer private or secure, and is like to be a data breach under the Data Protection Policy. This is the case regardless of the claims of the manufacturer or operator of that AI system.
- 8.2 Staff and pupils must not enter any personal information (personal data, intellectual property or private information, which includes commercially sensitive information such as contract) into any AI system.

- 8.3 Staff must make themselves aware of and inform pupils about the data collection storage, and usage practices associated with AI technologies.
- 8.4 Staff who wish to utilise AI tools must ensure that the potential new use is assessed to consider if a Data Protection Impact Assessment is required and follow the Data Protection Policy. Guidance must be sought from the school data lead or DPO.
- 8.5 When signing up to use an AI system, names and email addresses may be required, which may require a Data Protection Impact Assessment. Guidance must be sought from the school data lead or DPO.

## **9. References**

- 9.1 AI Policy Template – Education Data Hub February 2024 :  
[educationdatahub.org.uk](https://educationdatahub.org.uk)  
Used and adapted under a Creative Commons License CC BY-NC SA 4.0
- 9.2 SLT.AI Responsible AI Usage Policy and Ofsted Policy Paper : [slt.ai](#)  
Ofsted Recommendations Crib Sheet : [slt.ai](#)
- 9.3 Ofsted's approach to artificial intelligence : [dfe.gov.uk](https://www.gov.uk/government/news/ofsted-recommends-approach-to-artificial-intelligence)