AI Policy

A framework for the safe, ethical and effective use of artificial intelligence at Tytherington School

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Tytherington SCHOOL
An ambitious school at the heart of the community

AI POLICY

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POLICY STATEMENT

Tytherington School recognises that artificial intelligence (AI) technologies have significant potential to enhance teaching, learning, assessment, administration and operational efficiency. The school is committed to embracing innovation responsibly whilst maintaining the highest standards of safeguarding, data protection, professional integrity and educational quality.

AI is a tool to support, not replace, professional judgement. All decisions relating to pupils, curriculum, safeguarding, assessment, reporting and school operations remain the responsibility of appropriately qualified staff.

The school will ensure that any use of AI:

- Supports improved educational outcomes
- Enhances inclusion and accessibility
- Reduces unnecessary workload
- Maintains robust safeguarding standards
- Complies with UK GDPR and data protection requirements
- Promotes ethical and transparent practice
- Preserves human oversight and accountability

SCOPE

This policy applies to:

- All employees
- Governors
- Agency staff
- Volunteers
- Trainee teachers
- External contractors working on behalf of the school
- Pupils where AI tools are used for educational purposes

This policy covers both:

- School-approved AI tools
- Personal AI tools used for school-related activities

DEFINITION OF ARTIFICIAL INTELLIGENCE

For the purposes of this policy, AI refers to technologies capable of generating, analysing, interpreting, classifying or responding to information in ways that simulate aspects of human thinking.

Examples include:

- Generative AI systems
- Large Language Models (LLMs)
- AI-powered search tools
- Transcription and meeting assistants
- Image-generation tools
- Assessment and feedback tools
- Translation tools
- Accessibility support technologies

AI outputs may include:

- Written content
- Images
- Audio recordings
- Video content
- Data analysis
- Recommendations and predictions

Principles for AI Use

All use of AI within Tytherington School will be guided by the following principles:

Educational Value

AI should support teaching, learning, inclusion and operational effectiveness.

Human Oversight

AI should inform professional judgement rather than replace it.

Staff remain fully responsible for all content, decisions and actions arising from AI use.

Safety First

Safeguarding requirements always take precedence over efficiency gains.

Privacy and Data Protection

Personal information must be processed lawfully and securely.

Transparency

Staff should be open about significant uses of AI where this may affect pupils, parents or colleagues.

Fairness and Equality

AI must not be used in ways that discriminate against individuals or groups.

Accuracy

AI-generated content must always be checked before use.

Approved Uses of AI

Subject to compliance with this policy, AI may be used to support:

Teaching and Learning

- Lesson planning
- Curriculum sequencing
- Differentiated resources
- Question generation
- Retrieval practice activities
- Model answers
- Knowledge organisers
- Reading support materials
- Translation of educational content

Professional Administration

- Draft correspondence
- Meeting summaries
- Policy drafting
- Report templates
- Administrative workflows
- Data analysis

Professional Development

- Research summaries
- Training materials
- Reflective practice activities

Accessibility and Inclusion

AI tools may support pupils through:

- Text-to-speech functionality
- Speech-to-text functionality
- Reading support
- Dyslexia support
- Translation services
- Language simplification
- Alternative presentation formats

Staff must ensure AI-supported adjustments remain appropriate to individual pupil needs and do not replace personalised SEND provision.

Prohibited Uses

The following activities are prohibited unless explicitly authorised through school procedures:

Data Protection Breaches

Staff must not input into non-approved AI systems:

- Pupil names
- Staff names
- Parent names
- Dates of birth
- Addresses
- Medical information
- Safeguarding information
- SEND records
- Behaviour records
- Assessment data containing identifiable pupil information
- Any information that could reasonably identify an individual

Safeguarding Decisions

AI must never:

- Determine safeguarding outcomes

- Risk-assess safeguarding concerns
- Make referrals independently
- Replace professional safeguarding judgement

Employment Decisions

AI must not be used as the sole basis for:

- Recruitment decisions
- Performance management decisions
- Capability processes
- Disciplinary outcomes

Automated Decision-Making

No significant decision affecting a pupil or member of staff may be made solely by an AI system.

Data Protection and Information Security

All AI use must comply with:

- UK GDPR
- Data Protection Act 2018
- School Data Protection Policy

Before approving an AI tool, the school will consider:

- Data processing arrangements
- Privacy notices
- Data storage locations
- Security controls
- Retention periods
- Supplier compliance information
- Age restrictions

Particular care must be taken where AI tools process:

- Voice recordings
- Images
- Video content
- Biometric information

Where required, a Data Protection Impact Assessment (DPIA) will be completed before implementation.

Accuracy, Verification and Quality Assurance

AI systems can produce inaccurate, misleading or fabricated information.

All staff using AI must:

- Verify factual content
- Check references and sources
- Review calculations and numerical outputs
- Check curriculum accuracy
- Review appropriateness for age and context

- Confirm compliance with safeguarding expectations

No AI-generated material should be shared with pupils, families or external agencies without appropriate review.

The responsibility for accuracy always remains with the member of staff.

Pupil Use of AI

The school recognises that pupils are increasingly likely to encounter and use AI technologies.

The educational aim is to develop responsible, ethical and informed use.

Pupils may use approved AI tools where authorised by staff and appropriate to their age and learning objectives.

Pupils must not:

- Present AI-generated work as entirely their own
- Use AI to gain unfair advantage in assessments
- Use AI to create harmful, offensive or inappropriate content
- Use AI in ways that breach school behaviour expectations

Teachers should explicitly communicate expectations regarding AI use within specific assignments and courses.

Assessment, Examinations and Academic Integrity

The school will ensure that AI use aligns with examination regulations and assessment requirements.

Coursework and Independent Work

Where AI has contributed materially to a piece of work, pupils may be required to explain:

- How AI was used
- What prompts were used
- Which parts were generated by AI
- How outputs were evaluated and edited

Internal Assessment

Departments should design assessment approaches that:

- Assess genuine understanding
- Evaluate independent thinking
- Include opportunities for live performance or discussion where appropriate
- Reduce opportunities for inappropriate AI use

Public Examinations

All staff and pupils must comply with current examination board and JCQ requirements relating to AI use.

Safeguarding

AI-related safeguarding risks may include:

- Exposure to inappropriate content
- Misinformation
- Manipulation
- Harmful advice

- Online exploitation
- Deepfake content
- Impersonation

Staff must report concerns immediately using established safeguarding procedures.

Any AI application used directly by pupils must be subject to appropriate safeguarding review before implementation.

All pupil-facing AI systems should have appropriate moderation, filtering and monitoring arrangements.

Equality, Bias and Ethical Considerations

AI systems may reflect biases present in training data.

Staff should remain alert to potential bias relating to:

- Race
- Ethnicity
- Religion
- Sex
- Disability
- Sexual orientation
- Socio-economic background

AI outputs must not be accepted uncritically.

Where bias is identified, staff should:

- Disregard inappropriate outputs
- Report concerns where appropriate
- Seek alternative approaches where necessary

The school is committed to ensuring AI supports equality rather than reinforces disadvantage.

Intellectual Property and Copyright

Staff must respect copyright and intellectual property requirements when using AI.

Users should:

- Check licensing arrangements
- Respect copyright restrictions
- Avoid uploading copyrighted materials where terms prohibit this
- Verify ownership rights for generated content before publication

The school reserves the right to review AI-generated materials where copyright concerns arise.

Staff Training and AI Literacy

The school is committed to developing staff confidence and competence in AI.

All staff will receive appropriate training covering:

- Safe and ethical use
- Data protection

- Safeguarding considerations
- Prompt writing
- Quality assurance
- Academic integrity
- Emerging risks

Annual refresher training will be provided.

Additional training may be required for leaders responsible for approving, monitoring or implementing AI systems.

Approval of AI Tools

Before adopting a new AI system, the following must be considered:

- Educational benefit
- Safeguarding implications
- Data protection compliance
- Financial implications
- Accessibility
- Equality considerations
- Reliability and accuracy
- Technical support arrangements

Approval must be obtained through the school's designated “Approval and Accountability” process below.

The approved tools list will be maintained separately and reviewed at least termly.

Monitoring and Evaluation

The school will monitor:

- Uptake of approved tools
- Impact on workload
- Educational effectiveness
- Accessibility benefits
- Data protection compliance
- Safeguarding concerns
- Staff confidence and training needs

Feedback may be sought from:

- Staff
- Pupils
- Parents and carers
- Governors

An annual review report will be presented to governors where appropriate.

Roles and Responsibilities

Governing Board

The Governing Board will:

- Approve this policy
- Receive appropriate assurance regarding implementation
- Monitor strategic risks

Headteacher

The Headteacher has overall responsibility for implementation.

Senior Deputy Headteacher

The Senior Deputy Headteacher will:

- Lead operational implementation
- Coordinate policy reviews
- Monitor compliance
- Support staff development

AI Strategic Lead(s)

Designated AI leads will:

- Evaluate proposed AI tools
- Support staff
- Maintain approved tools guidance
- Monitor emerging developments

Staff

All staff must:

- Comply with this policy
- Protect personal data
- Exercise professional judgement
- Complete required training
- Report concerns promptly

Monitoring Compliance

Breaches of this policy may be addressed through:

- Management guidance
- Additional training
- Formal investigation
- Disciplinary procedures where appropriate

Any data breach, safeguarding concern or significant misuse must be reported immediately.

Review Cycle

This policy will be reviewed bi-annually or sooner where:

- Legislation changes
- DfE guidance changes
- Significant AI developments occur
- School needs require earlier review

Approval and Accountability

Designated school leaders overseeing AI implementation

To ensure a structured and responsible approach to AI implementation in the school, designated school leaders should be assigned to oversee this integration. These leaders are responsible for guiding and supervising all aspects of AI adoption. Their roles include evaluating the educational value of proposed AI tools, ensuring compliance with legal and ethical standards, and aligning AI initiatives with the school's educational goals and policies.

Designated leaders in Tytherington School are presently:

- Andy Pilbury – Senior Deputy Headteacher (apilbury@tytheringtonschool.co.uk)
- Matt King – Strategic IT Manager (mking@tytheringtonschool.co.uk)

These leaders should also facilitate cross-departmental collaboration, ensuring that the voices of educators, IT staff, and other stakeholders are considered in the decision-making process. Regular training and professional development should be provided to these leaders to keep them updated on the latest AI advancements and best practices in educational technology.

Processes for sign off on the introduction of AI tools

The introduction of AI tools at Tytherington School follows a formalised approval process to ensure accountability and alignment with the school's educational objectives. This process includes:

- **A detailed proposal**, including the purpose, benefits, costs, and potential risks associated with the AI tool.
    - Please use this online "AI Tool Proposal Form" to make this proposal.
- **An impact assessment**, focusing on educational outcomes, data privacy, and ethical considerations.

The aforementioned designated leaders overseeing AI implementation at Tytherington School will carry out the impact assessment and approve or decline proposals.

A "List of approved AI tools" can be found on the following page.

Staff Agreement for Use of Artificial Intelligence

I, _____ (Name), understand that:

- AI is a support tool and does not replace my professional judgement.
- I remain responsible for all outputs that I use.
- I will not upload identifiable personal or safeguarding information into non-approved AI systems.
- I will verify AI-generated content before use.
- I will comply with data protection requirements.
- I will report any AI-related data breaches, safeguarding concerns or significant inaccuracies immediately.
- I will only use approved AI tools where required by school procedures.
- I will complete required AI training.

I agree to comply with the requirements of the Tytherington School Artificial Intelligence Policy.

Signature: _____ **Date:** _____

List of approved AI tools

GDPR Compliant AI Tools

- School Account Microsoft Copilot – an LLM AI Tool that provides in-built GDPR.
- School Account Google NotebookLM - provides in-built GDPR and is an AI-powered research and writing assistant that works best with the sources you upload.
- School Account Google Gemini - an LLM AI Tool that provides in-built GDPR.
- Oak National Academy AILA – taps into Oak's resources and useful for lesson planning.
- TeachMateAI – provides in-built GDPR and a range of tools specifically for school staff.
- MeetJamieAI – provides in-built GDPR and acts as an assistant in creating meeting notes and transcription.

Non-GDPR Compliant AI Tools

(Require signing of **Error! Reference source not found.**)

The following are approved for individual staff use, subject to signing of **Error! Reference source not found. and** no identifiable data of students, staff, or parents/carers or sensitive data identifiable to Tytherington School being entered into the tool:

- ChatGPT – an LLM AI Tool.
- Suno – AI music creation.

Glossary

Artificial Intelligence (AI)

Technology that performs tasks commonly associated with human intelligence.

Generative AI

AI that creates new content such as text, images, audio or video.

Large Language Model (LLM)

An AI model trained on large quantities of text to generate human-like responses.

Prompt

An instruction or question provided to an AI tool.

Hallucination

An AI-generated response that appears convincing but is inaccurate or fabricated.

Machine Learning

A branch of AI where systems learn patterns from data.

AI Literacy

The knowledge and skills required to use AI effectively, safely and ethically.

Human Oversight

The requirement that a person remains responsible for evaluating and approving AI outputs.