



# **PolyMAT**

## **Artificial Intelligence Policy for Pupils and Parents**

Reviewed: December 2024

Approved: January 2025

Revision due: January 2026

## **Artificial Intelligence Policy for Pupils and Parents**

### **Background to the policy**

Although Data Protection law does not specifically define or discuss the guidelines for Artificial Intelligence ('AI'), the guidance from the Information Commissioner's Office and the UK government defines it as using non-human systems to imitate human intelligence.

In this time of constant development and increased usage, there is a need to provide you with an awareness of how AI will be used by the school and the guidelines for usage by pupils, especially if being used to complete school work.

### **Staff authorised usage of AI**

We permit the informed and responsible use of generative AI applications by staff in carrying out identified business activities. Staff will comply with the terms of the workforce specific policy when using generative AI to carry out business activities.

We permit the informed and responsible use of authorised AI applications by staff, for the following business purposes:

- (a) Drafting internal guidance, articles, training and presentations;
- (b) Lesson or activity planning, including differentiation;
- (c) Generating quiz questions;
- (d) Conducting research;
- (e) Providing summaries;
- (f) Idea generation;
- (g) Analysing text to recommend changes/ improvements;
- (h) Generating reading or comprehension activities;
- (i) Generating images as stimulus material or for internal publication;

Where personal data is used with AI applications, an ICO risk assessment and/or data protection impact assessment ('DPIA') has been carried out to ensure transparency in how AI will be used and what mitigating steps have been taken to reduce any potential risk of harm to pupils, staff and any other data subjects whose data might be shared with the authorised systems.

### **Authorised AI applications**

PolyMAT allows schools to choose to access the following AI applications for business purposes:

- Magic School
- ChatGPT
- Google Bard
- Claude
- Microsoft Bing Chat
- Adobe Firefly
- Microsoft Reading Progress
- Goblin Tools (Magic ToDo)
- Quick, Draw

The listed AI applications may be updated at any time.

### **Pupil usage of AI**

As captured in Appendix A, we will require parents/pupils to sign an Acceptable Use Statement to ensure appropriate usage of AI and they are reminded of the permitted usage along with an outline of what classes as AI misuse.

The school permits pupil usage of AI in the following circumstances:

- (a) As a research tool;

- (b) Idea generation for projects;
- (c) Analysing text to recommend changes/ improvements;
- (d) Generate summaries or explanations of topics or concepts for revision or learning purposes;

### **Unauthorised usage of AI for students**

Students must not use any authorised or unauthorised AI tool for any of the following purposes:

- Generating inappropriate images
- Using any personal details of staff or students within an AI model
- Using generative AI as a "method" to humiliate, bully, intimidate or harm a member of staff or student

Further examples of AI misuse include, but are not limited to, the following:

- Copying or paraphrasing sections of AI-generated content so that the work is no longer the pupil's own;
- Copying or paraphrasing whole responses of AI-generated content;
- Using AI to complete parts of the assessment so that the work does not reflect the pupil's own work, analysis, evaluation or calculations;
- Failing to acknowledge use of AI tools when they have been used as a source of information;
- Incomplete or poor acknowledgement of AI tools; or
- Submitting work with intentionally incomplete or misleading references.

Both staff and students should ensure that they label AI-generated content they have used, including in any lesson materials that teachers create using AI.

Neither staff nor students' personal information (names, photos etc) should be uploaded or used with any AI applications.

Students should be sure to respect intellectual property, and should ensure that any text or images generated by AI tools does not inadvertently breach copyright, including refraining from uploading any proprietary content to AI tools.

Students should ensure they are not utilising the generative capabilities of AI to abuse a member of staff or fellow student, and that use of AI is solely for learning purposes.

### **Data Privacy**

The Trust are yet to permit or encourage the usage of AI to process personal data at this time but are aware of the data protection responsibilities to be transparent of such usage and will update the policy as and when needed.

### **Related Policies**

Pupils (and parents) can refer to the following policies that are related to this AI Policy: -

- Bring Your Own Device (BYOD) Policy
- Data Protection Policy
- Data Breach Policy
- Privacy notice for parents and pupils.
- IT and any related communications policies
- Exams Policy (for secondary/sixth form)

These are available on the Trust website here: [Poly MAT - Data Protection](#) or upon request by email to [contactus@polymat.co.uk](mailto:contactus@polymat.co.uk)

### **Breach of this policy**

If at any time you feel a data breach has occurred in relation to data used, stored or shared with the AI system, please refer to the schools Data Breach Policy and/ or notify the School Data Protection Lead so that this can be investigated.

## **Appendix A – Acceptable Use Statement - Usage of AI**

This Acceptable Use Statement is designed to ensure appropriate use of AI when completing schoolwork ensuring it is consistent with government and exam board guidelines.

AI tools can only be used as set out within this statement. For examinations and coursework, AI must only be used when the conditions of the assessment permit its use.

AI tools should only be used in limited circumstances and where expressly permitted by a staff member. In the absence of this permission, AI tools should not be used to supplement and support pupil works.

We permit AI uses in the following circumstances:

- (a) As a research tool;
- (b) Idea generation for projects;
- (c) Analysing text to recommend changes/ improvements;
- (d) Generate summaries or explanations of topics or concepts for revision or learning purposes;

Where AI is permitted, it must not be misused in accordance with this statement. Examples of AI misuse include, but are not limited to, the following:

- Copying or paraphrasing sections of AI-generated content so that the work is no longer the pupil's own;
- Copying or paraphrasing whole responses of AI-generated content;
- Using AI to complete parts of the assessment so that the work does not reflect the pupil's own work, analysis, evaluation or calculations;
- Failing to acknowledge use of AI tools when they have been used as a source of information;
- Incomplete or poor acknowledgement of AI tools; or
- Submitting work with intentionally incomplete or misleading references.

Therefore, pupils must ensure that any information cited within schoolwork found using an AI system or software, must be referenced in the same way any other article or quotation would be.

I confirm that I have read, understand, and will comply with the terms of this Acceptable Use Statement relating to the use of AI.

Signed: .....

Dated: .....

Print Name: .....