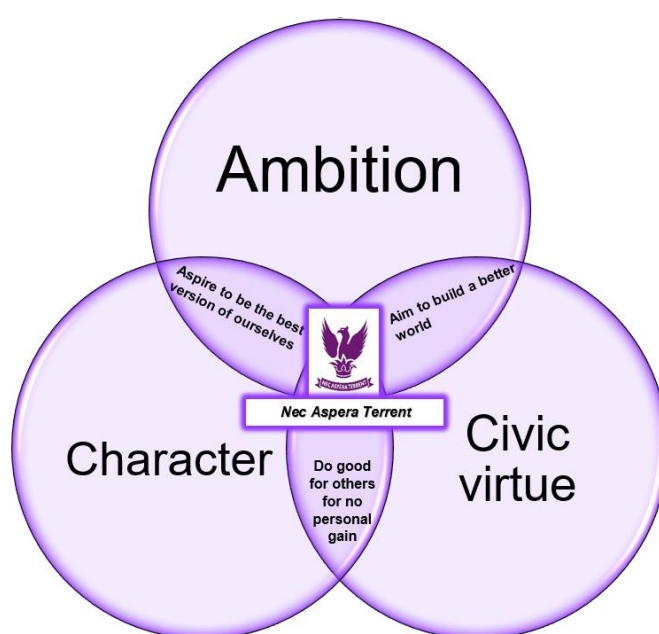




## DRAYTON MANOR HIGH SCHOOL

### Policy on the use of Artificial Intelligence (AI) for Staff



Ratified by the Full Governing Body: 4 December 2025  
Date of Next Review: December 2026

## **Artificial Intelligence Staff Policy**

### **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 (ICO) 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 staff with guidelines for use and to recognise an employer's right to monitor such usage. We have also set out expectation on AI usage by pupils.

### **Introduction**

The use of AI is transforming the way individuals are working. Informed and responsible use of AI has the potential to increase efficiency and improve decision making.

With these benefits come potential risks, including data protection breaches, the protection of confidential information, ethical considerations, and compliance with wider legal obligations.

We permit the informed and responsible use of authorised AI applications by staff, in carrying out specific and authorised tasks. This policy must be complied with when using AI to carry out such tasks.

The purpose of this policy is to set out our rules on the use of AI in the workplace and how it should be adopted by staff to ensure we maximise the benefits of AI while minimising any risks or concerns.

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. The school does not intend to use AI to process personal data at this time and will keep this under review.

This policy covers all employees, officers, consultants, contractors, volunteers, interns, casual workers and agency workers.

### **What is meant by generative AI?**

There is no single definition of AI. Broadly speaking, it is the simulation of human intelligence in machines, generally computer systems.

AI tools can learn, problem solve, make decisions and understand language. This can be contrasted with non-AI pre-programmed tools, which generally apply the same set of rules

each time unless a human intervenes to update the rules. An AI tool can learn and adapt without human intervention.

There are several types of AI, including generative, predictive and extractive:

*Generative AI* – An AI tool that generates new, realistic content in the form of text, audio, computer code, data or images, etc. For example, using an AI tool to:

- Generate a marketing blog post
- Improve an email you have already written
- Write a product description or job description
- Write a script or slides for a presentation
- Check, amend and improve your grammar, spelling and writing style
- Summarise a report or large block of text
- Power sophisticated chatbots; or
- Write software code or find common bugs in code

*Predictive AI* – An AI tool that analyses data to make predictions, e.g. about:

- Behaviour; or
- How busy the office will be at any particular time.

*Extractive AI* – An AI tool that extracts data from the dataset it has been training on (but can't create data).

This policy focuses on generative AI, but it also applies more broadly to all forms of AI used for school business like Copilot.

### **Pupil usage of AI**

As part of this policy, staff should be aware of how the school permits limited pupil usage of AI applications in accordance with the AI policy for pupils. It is important to monitor pupil usage whilst in class and for homework to ensure compliance with this policy or how to monitor when reviewing homework.

For pupils, they must 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

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 student's own
- Copying or paraphrasing whole responses of AI-generated content
- Using AI to complete parts of the work or assessment so that the work does not reflect the student'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.

### **Authorised AI applications**

The school allows access to the following AI applications for business purposes: Copilot

The listed AI applications may be updated at any time. Should staff wish to use another AI application not listed, they must contact the Senior Digital Lead to review permission to do so.

### **Authorised usage of AI for staff**

Authorised AI applications must only be used by staff for the following business purposes:

- (a) Drafting internal guidance, training and presentations
- (b) Lesson planning
- (c) Conducting research
- (d) Developing code
- (e) Providing summaries
- (f) Idea generation

All other purposes must be authorised in advance by the Chief Operating Officer or Senior Digital Lead before using any AI applications. Staff will be provided with training to ensure human reviewers (those who conduct monitoring of these applications) have a correct understanding and do not add any bias into the AI systems.

### **Data Privacy**

The school does not permit 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, if needed.

### **Guidelines for staff on using generative AI tools and platforms**

You must not use generative AI tools other than in accordance with the list above. If you wish to use another generative AI tool, you should contact Juan Delgado to ask whether the AI tool can be added to the list and/or whether you can be given authority to use it.

## **Handling Personal or Sensitive Data**

Unless specifically authorised to do so, you must not input into a publicly accessible generative AI tool:

- The school's trademarks, brands, logos or any other identifying material
- The school's name, email or other contact details (other than where required to input your work email address)
- Proprietary school information
- School materials or data
- Trade secret, confidential or valuable information
- Usernames, passwords (other than for the AI tool itself) and security tokens; or
- Personal data, i.e., information or data from which any living individual can be identified—including personal data relating to employees, parents, pupils, governors, suppliers and unconnected third parties.
- Do not input student names, addresses, medical details, SEN information, or any personally identifiable data into AI tools.
- Do not upload documents containing confidential staff or student information (e.g., safeguarding records, HR files).
- Do not upload students' work as this can be regarded as a student's intellectual property

## **Safeguarding and Child Protection**

- Never use AI to make decisions about safeguarding concerns or risk assessments.
- Do not use AI for reporting or investigating child protection issues.

## **Assessment and Grading**

- Do not use AI to determine grades or make judgments about student performance without teacher oversight. AI may assist with ideas or feedback, but final decisions must remain with qualified staff.

## **Communication with Parents or Students**

- Do not use AI to send messages directly to parents or students without review.
- AI-generated letters or emails must always be checked for tone, accuracy, and appropriateness.

## **Creating or Sharing Content Without Verification**

- Do not publish AI-generated content (e.g., newsletters, reports, memos) without human review.

- Do not use AI for factual content without verifying accuracy—AI can produce errors or outdated information.

### **Sensitive Topics**

- Do not use AI to generate content on topics like mental health advice, medical guidance, or disciplinary actions. These require professional judgment and compliance with policy.
- Do not use generative AI to create illegal content or for illegal purposes.

### **Exams and Coursework**

- Staff should not encourage or allow students to use AI to complete assessed work unless explicitly permitted under exam board rules.
- Do not use AI to write exam questions or mark scripts without moderation.

### **Employment or HR Decisions**

- Do not use AI to make decisions about HR such as recruitment or performance management. These processes require fairness, transparency, and human judgment.

### **Confidentiality and privacy**

- Staff must not share access credentials or allow others to use generative AI tools on their behalf.
- Staff must not use generative AI in any way that could be considered discriminatory or could give rise to defamation, harassment, intimidation or bullying or in any way that could harm the reputation of another.

Do not use offensive, obscene or abusive language, graphics or imagery when inputting content into generative AI and must not attempt to create content which is offensive, obscene or abusive through use of generative AI tools.

### **Secure working**

When using generative AI in the workplace, you must always use your company email address to create and log in to any generative AI account (do not use your personal email address or login credentials).

You must protect your login credentials and ensure any generative AI accounts that you hold are not accessible to unauthorised third parties. The use of multi-factor authentication is advised in respect of any generative AI tools and technologies used.]

### **Personal use of generative AI**

You must not use the company's computers, networks or systems (including via smartphones or tablets) to access generative AI tools for personal use at any time.

Any unauthorised use of generative AI is strictly prohibited. Permission to use the company's systems to access generative AI tools for personal use may be withdrawn at any time at the company's discretion.

### **Monitoring**

We reserve the right to monitor all content on any AI applications used for business purposes. This will only be carried out by the school to comply with a legal obligation or for our legitimate business purposes, in order to:

- (a) prevent misuse of the content and protect confidential information (and the confidential information of our pupils, staff or other stakeholders)
- (b) ensure compliance with our rules, standards of conduct and policies in force
- (c) monitor performance at work
- (d) ensure that staff do not use AI for any unlawful purposes or activities
- (e) comply with legislation for the protection of intellectual property rights

The school will also conduct monitoring under our IT and Communications Systems policy.

### **Breach of this policy**

Breach of this policy may, where appropriate, result in disciplinary action up to and including dismissal or termination of employment or engagement.

Where disciplinary action is appropriate, it may be taken whether the breach is committed during or outside normal hours of work and whether or not use of AI is on an individual's own device or one of our devices, and whether at home, in the office or from a remote working location.

You are required to assist with any investigation into a suspected breach of this policy. This may involve providing us with access to AI applications (whether this is an authorised application) and any relevant passwords and login details.

You must report any breach of this policy immediately to your line manager or the Chief Operations Officer in the first instance. We advise referring to the school's current data breach policy which can be found on the school website.

### **Student Use of Artificial Intelligence (AI)**

The school recognises that AI tools can support learning when used responsibly. However, their use must comply with safeguarding, academic integrity, and awarding body regulations.

### **Permitted Use**

Students may use AI only under strict conditions:

- As a research tool for gathering general information.

- For idea generation for projects or creative work.
- For coursework or homework only where permitted by JCQ and exam board regulations, and with full acknowledgement of AI use.

### **Safeguards and Conditions**

- AI must never be used to:
  - Complete assessed work in a way that breaches JCQ or exam board rules.
  - Replace the student's own analysis, evaluation, or calculations.
  - Upload personal data, sensitive information, or images into AI tools.
  - Generate content that misrepresents the student's own understanding.
  - Upload or share content which causes upset, harm or distress to others in the community
- **Students must**
  - Declare any AI use clearly (e.g., "AI was used for idea generation only").
  - Ensure all submitted work reflects their own thinking and meets academic honesty standards.
  - Follow JCQ guidance on AI use in assessments, including signing authenticity declarations.

### **Examples of Misuse Include (but are not limited to):**

- Copying or paraphrasing sections of AI-generated content so that the work is no longer the student's own.
- Copying or paraphrasing whole responses of AI-generated content.
- Using AI to complete parts of the work or assessment so that the work does not reflect the student'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.
- Submitting work with intentionally incomplete or misleading references.
- Using AI to fabricate data or sources.



### **Additional JCQ-Aligned Safeguards**

- Teacher approval is required for any AI use in coursework.
- AI-generated content must be verified for accuracy before inclusion.
- Misuse will be treated as malpractice under JCQ rules and may lead to disqualification.
- Students will receive guidance on ethical AI use.
- AI use is prohibited for any formal assessment unless explicitly allowed by the awarding body.
- The school's malpractice policy includes AI misuse and escalation procedures.
- Authenticity declarations must be signed for all assessed work.

### **Related Policies**

Staff should refer to the following policies that are related to this AI Staff Policy: -

- Equalities Policy
- Code of Conduct
- Data Protection Policy
- Privacy Policy for staff.
- IT and any related communications policies

These are available (on the school website, staff handbook or upon request from the school office – as applicable).

### **Appendix A – Acceptable Use Statement – Staff usage of AI**

This Acceptable Use Statement is designed to ensure appropriate use of AI by staff, ensuring it is consistent with the schools permitted usage detailed within the AI staff policy.

AI tools can only be used as set out within this policy and any additional usage will be reviewed and updated within the policy.

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: .....