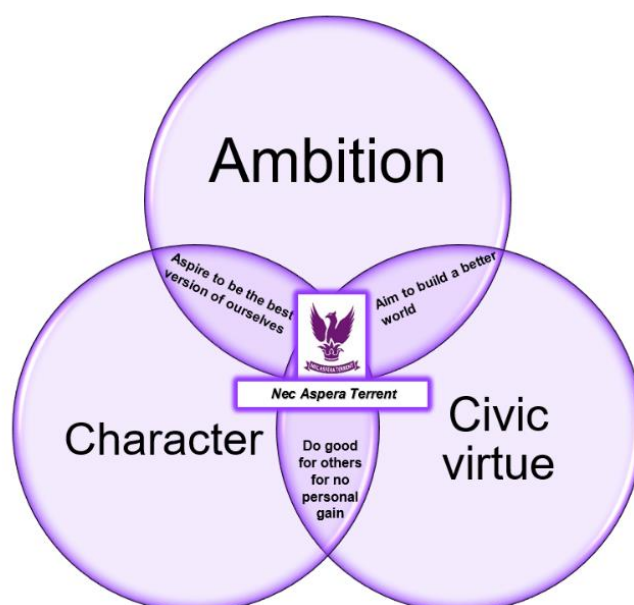




DRAYTON MANOR HIGH SCHOOL

Artificial Intelligence (AI) Policy for Students



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

Artificial Intelligence (AI) Policy for Students and Parents

Background to the policy

Although Data Protection law does not specifically define or discuss the guidelines for Artificial Intelligence ('AI'), the UK Information Commissioner's Office (ICO) and UK Government guidance describe AI as the use of non-human systems to perform tasks that typically require 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 students, especially if being used to complete schoolwork.

This policy sets out:

- how the school may use AI;
- what is permitted and prohibited for staff and students;
- how we comply with UK GDPR/Data Protection Act 2018; and
- our alignment with Joint Council for Qualifications (JCQ) rules on AI use in assessments.

Staff authorised usage of AI

We permit the informed and responsible use of authorised AI applications (including generative AI) by staff in carrying out identified business activities. Staff must comply with the Staff AI and Data Protection Policies when using 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, training and presentations
- (b) Lesson planning
- (c) Conducting research
- (d) Developing code
- (e) Providing summaries
- (f) Idea generation

Conditions for staff use:

- Staff must not input special category or personally identifiable information (PII) into AI tools unless a lawful basis is established and a DPIA explicitly authorises such processing.
- Outputs must be reviewed for accuracy, bias and suitability before use or circulation.

- Staff must not use unapproved AI tools for school business.
- Where AI is used to create teaching materials, staff remain responsible for compliance with copyright and licensing.

Where personal data is used with AI applications, a Data Protection Impact Assessment (DPIA) will be completed and approved by the Data Protection Lead (DPL) 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

The school currently authorises the following AI applications for business purposes: Microsoft 365 Copilot.

The school will maintain a register of authorised AI applications; this list may be updated at any time. Staff must not use unlisted AI tools for school business without prior approval from the DPL/IT Lead.

Student usage of AI

Students are expected to adhere to the Acceptable Use Statement in Appendix A. This sets permitted uses, prohibited uses, disclosure requirements, and consequences for misuse.

The school permits student usage of AI only under strict conditions:

- (a) As a research tool for gathering general background information
- (b) Idea generation for projects or creative work
- (c) For coursework or homework only where expressly permitted by teachers and by JCQ/awarding-body regulations, with full acknowledgement of AI use.

Safeguards and conditions for students:

- AI must not be used to replace a student's own analysis, evaluation or calculations.
- AI must not be used for any formal assessment or NEA unless explicitly allowed by the awarding body and the teacher.
- Students must not upload personal, sensitive or identifiable data (their own or others') or images into AI tools.
- Any AI use must be declared clearly (e.g., 'AI was used for idea generation only; sources verified by the student').
- Teachers may require process evidence (notes, drafts, bibliographies) to authenticate work.
- All AI use remains subject to classroom rules, e-safety and safeguarding policies.

Misuse and malpractice (JCQ-aligned): Inappropriate use of AI in assessments constitutes malpractice and may lead to sanctions up to and including disqualification, in line with JCQ rules. The school's Malpractice Policy applies.

Data Privacy

Personal data shared must comply with the school's privacy notices and the key principles laid out by the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR). The school will apply data minimisation, purpose limitation and transparency for any AI-related processing and will inform data subjects where AI materially influences processing or decisions.

Related Policies

Students (and parents) can refer to the following policies related to this AI Policy:

- Data Protection Policy
- Privacy notice for parents and students
- IT and related communications policies
- Malpractice Policy (including AI misuse)
- Safeguarding and Child Protection Policy
- E-Safety Policy

These policies are available on the school website or copies can be made available by contacting the reception.

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 school's Data Breach Policy and/ or notify the Data Protection Lead so that this can be investigated.

AI misuse in assessments will be handled under the Malpractice Policy (JCQ-aligned). Behavioural breaches will follow the Behaviour Policy.

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 may only be used where expressly permitted by a teacher. In the absence of permission, AI tools must not be used to generate, draft, translate or paraphrase any part of a student's assessed work.

We permit AI uses in the following circumstances:

- (a) As a research tool
- (b) Idea generation for projects
- (c) For use with coursework or homework only where permitted by the teacher and awarding-body rules, with full acknowledgement of AI use

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 student'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 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.
- Fabricating data, citations or sources using AI
- Using AI where the awarding body prohibits it

Acknowledging AI use (JCQ-aligned): The JCQ requires that all work submitted is the candidate's own. Where AI is used as a source, students must state the tool's name, the prompt/purpose and the date the content was generated; this statement must accompany the work. Students and teachers must complete authenticity declarations as required.

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:

References (for policy owners)

- JCQ – AI Use in Assessments: Protecting the Integrity of Qualifications (updated 2024/2025) – authenticity, malpractice, student/staff resources. AQA summary of JCQ updates and resources; malpractice examples and marking guidance.
(<https://www.aqa.org.uk/blog/updated-jcq-guidance-use-of-artificial-intelligence-in-assessments>)
- JCQ blog – Updating the JCQ document on AI Use in Assessments
(<https://www.jcq.org.uk/exams-office/blogs/updating-the-jcq-document-on-ai-use-in-assessments/>)
- Pearson Artificial Intelligence (AI) Guidance – supplementary to JCQ
(<https://qualifications.pearson.com/content/dam/pdf/Support/Quality%20Assurance/artificial-intelligence-guidance.pdf>)
- Eduqas: Malpractice policy and artificial intelligence guidance – centres must include AI in malpractice policy (<https://www.eduqas.co.uk/articles/malpractice-policy-and-artificial-intelligence-november-2023-guidance/>)