

Use of Artificial Intelligence Protocol

This protocol has been developed in line with the school Equality, Diversity and Inclusion Policy and the Public Sector Equality Duty to eliminate discrimination, advance equality of opportunity, and foster good relationships within the school community.

ARTIFICIAL INTELLIGENCE

Whilst the use of Artificial Intelligence (AI) such as ChatGPT/Google Gemini offers a valuable opportunity to enhance learning, explore new ideas, and engage in meaningful conversations, it cannot be overstated enough that this technology is new and is evolving week by week. In lieu of Department for Education guidance, it is our ambition to harness the power of AI to enhance education, support students and teachers, and create inclusive learning environments. When future guidance is published, this policy will be reviewed.

Staff and students will agree to the appropriate use of AI policy (see appendix 1 and 2 respectively).

- **Transparency:** We will be transparent and accountable in our AI decision-making processes.
- **Use with permission:** Students may not use AI tools without their teacher's permission. If the use of AI has not been discussed students may ask if they are permitted to use AI tools.
- **AI accuracy and bias:** When using AI, we will be mindful that AI can be inaccurate and biased. We will be vigilant about identifying biases that derive from the data AI has been trained on or the ethical overlay that humans have added.
- **AI limitations:** While recognising and utilising the power of AI for educational benefits, we will also acknowledge its limitations and seek to combine the best of what AI can do with the creativity, intuition and understanding that only human beings are capable of.
- **Equity and inclusivity:** We will consider using AI to broaden our communities, bridge the digital divide, and create a supportive and inclusive AI culture.
- **Mental Health:** We will be mindful of the potential of AI to impact both positively and negatively on mental health and will teach students to use it responsibly.
- **Student Empowerment:** AI should encourage active engagement, independent learning, and the development of skills and dispositions for life. The capacity of AI to stifle independent thinking and creativity and to 'steal the struggle' from students is acknowledged and should be avoided.
- **Responsible Innovation:** We will use AI responsibly and thoughtfully, considering the potential benefits and trade-offs associated with AI, such as its impact on our brain development and learning.
- **Shared Learning:** We will share the burden of ongoing research, development, and creating ethical guidelines around new tools with our staff and students. We will create safe spaces to ideate and discuss the risks and opportunities around AI.

APPENDIX 1: STAFF IT ACCEPTABLE USE PROTOCOL

1. You must read and sign this protocol before you can be allowed to use the Internet, email or school systems at school.
2. You will keep any personal data secure, in line with your obligations under the UK GDPR and any other applicable data protection legislation.
3. You must agree to the school viewing, with just reason and without notice, any emails you send or receive, material you store on the school's computers or your school chromebook if you have one, or logs of websites you have visited. These emails are considered the property of the school.
4. You must only access those services you have been given permission to use.
5. You may bring your own laptop into school and you will be able to access the internet, using school WiFi, but not the school network. You must not save any documents of a sensitive nature onto your personal laptop.
6. You will not transfer Waldegrave School data outside of the organisation's systems. Google Drive is the only acceptable way of accessing your files remotely. On no account will sensitive or personal data be transferred using any other platform or physical devices (including USBs). Any personal data shared or transferred outside the organisation should always be sent encrypted and marked Confidential. Please speak to the IT department for help with this.
7. You will not attempt to remove any of the security measures put in place by Waldegrave School to ensure the integrity of its services, the security of its data or the appropriateness of employee activity.
8. You must not leave logged on computers unattended anywhere in the school premises.
9. Any communication from a Waldegrave School related account (email, social media) or account which identifies you as belonging to Waldegrave School will be appropriate in tone and content.
10. You will exercise caution when sending information via email to ensure that it is addressed to the correct recipient(s) and is the correct information (particularly when attaching documents). Personal data (that by which an individual could be identified) must not be transferred to other recipients unless encrypted or password protected, in line with the requirements of the Data Protection Act.
11. You must not access the internet or email for inappropriate purposes using the school network. The Senior Leadership Team reserves the right to monitor your use of the internet if it has reasonable grounds to believe that you are not using it appropriately. This includes use of the internet on the school network for 'social' reasons e.g. use of Facebook, Twitter / X.
12. The work/activity on the Internet and email must be directly related to your school work. You will not use school resources to operate your own business.
13. You must not give your password or login name to anyone. If using a mobile device like your phone or chromebook to access your school email or other sensitive information, you must put a passcode on your device for security reasons.
14. Do not download, use or upload or send by email any material which is copyright.
15. Staff should exert professional judgement over the level of accuracy and potential biases endemic to the use of Artificial Intelligence tools.
16. Staff should exert professional judgement over the potential impact that the use of Artificial Intelligence could have on students' safety and wellbeing.
17. The personal data of any students or staff must not be shared on any open AI platform, as once entered it will not be possible to retrieve/delete that data.

18. Staff should not use personal devices to take pictures, audio recordings or video of students or staff without their express consent. Those using personal devices should ensure that any pictures of children are transferred to the school network as soon as possible and then deleted from the device, and any other location the images may have been synchronised to, such as iCloud, Google Drive, local PC or other online storage area.
19. Do not view, upload or download or send by email any material which is likely to be unsuitable for children or schools. This applies to any material comprising violent, dangerous, racist, or inappropriate sexual content. If you are not sure about this, or any materials, you must ask your line manager. If you accidentally access any such materials, you should inform the Network Manager immediately.
20. The use of strong language, swearing or aggressive behaviour is not allowed. Do not write anything on a website or social media network or send by email anything which could be offensive or bring Waldegrave School into disrepute. Contacting Sixth Form students using school email is acceptable as long as it is solely for educational reasons.
21. You should use computers, smart boards and projectors with regard to Health and Safety. If you have any concerns about this, please speak to the IT team at the earliest opportunity.

Penalties for misuse of computer systems or breach of UK GDPR obligations will depend on the nature and seriousness of the offence. Disciplinary action may be taken against employees who contravene this policy. The school, for various legitimate business practices, may need to monitor the use of email and internet access from time to time for the following reasons:

1. To establish the existence of facts (e.g. the details of an agreement made);
2. To monitor for quality control and staff training purposes;
3. To prevent or detect crime;
4. To investigate or detect unauthorised use of the school's telecommunication system (including email and internet);
5. To intercept for operational purpose such as protecting against viruses and making routine interruptions such as forwarding email to correct distributions; and
6. To gain access to routine business communications (e.g. checking email) when staff are on holiday or sick leave.

The school may monitor without notice external and internal email and internet usage including length of use, sites visited and has the right if it wishes to have access to read any matter sent or received by the user. The school may monitor and assess files to ensure compliance with policy and for the reasons set out above and, in particular, to prevent the use of computer facilities for discriminatory purposes or harassment, and/or the commission of a criminal offence. Should an employee have their access to the internet and email withdrawn, with or without notice, and wish to appeal against this decision, this should be done via the grievance procedure.

Name:..... Signature:

Job Title:

Date:

APPENDIX 2: APPROPRIATE USE OF AI IN SCHOOL (FOR STUDENTS):

This policy covers any generative AI tool, whether stand-alone products or integrated into productivity suites, e.g. Google Gemini. This policy relates to all content creation, including text, artwork, graphics, video and audio.

Students are permitted to use AI tools only if they have been told by a member of staff that they are able to for this piece of work, or if they have asked their teacher for permission to use an AI tool/tools, and this permission has been given. Students may use AI tools to generate content (text, video, audio, images) subject to the conditions and limitations described below. You must ensure that you are following the terms and conditions of any AI tools, particularly ChatGPT where you must be over the age of 13 and have parental permission to create an account. You must not share any personal information, any information about other students or about the school as once shared with a large language model this information will not be able to be retrieved.

Students are required to be transparent and honest about their use of any AI tools. Students should inform the relevant member of staff whenever an AI tool is used. Students should name the tool they have used and describe briefly how it has been used. Students must not claim that they produced any work that was generated by AI.

Students agree that staff are permitted to enter any work that they have produced into AI and/or plagiarism detecting software.

Use of AI tools in non-examined assessments (NEAs) are subject to [JCQ regulations](#) and you should seek your teacher's advice for each piece of work. If your teacher has given you permission to use AI tools and you are considering doing so, you should read the JCQ regulations in full, and pay particular attention to the requirements regarding citation explained in the section "Acknowledging AI use".

- Please ask your teacher if you need clarification or have questions BEFORE using AI for any assignment.
- AI tools often come with an age restriction. You must only use tools that you are legally permitted to.
- If approved you may use AI programs, however you should note that the material generated by these programs may be inaccurate, incomplete, or otherwise problematic. You should check and verify ideas and answers against reputable source materials.
- Large language models (LLMs) still tend to make up incorrect facts and fake citations, code generation models tend to produce inaccurate outputs, and image generation models can occasionally produce highly offensive products. You will be responsible for any inaccurate, biased, offensive, or otherwise unethical content you submit, regardless of whether it originally comes from you or a foundation model.
- You must indicate what AI tools you used to create your work. You must also indicate which part of the assignment was written or created by AI and what was written or created by you. You may not submit any work generated by an AI program as your own. Please write a note to clarify where in your process you used AI and which platform(s) you used (with due consideration for the quality of the reference, which may be poor). For example, if you use ChatGPT-3, you must cite "ChatGPT-3. (YYYY, Month DD of query). "Text of your query." Generated using OpenAI. <https://chat.openai.com/>
- You must sign the AI contract that you understand and agree to this protocol.
- The submission of AI-generated answers constitutes **plagiarism**. We reserve the right to use AI plagiarism detectors or our academic judgement to identify unauthorised uses of AI.

AI Misconduct Policy

There will be consequences for breaking our trust in you to use and learn from AI tools responsibly.

- Any plagiarism or other forms of cheating will be dealt with severely under Waldegrave School's Behaviour Policy and our Examinations Policy.
- Your AI privileges may be curtailed and possibly rescinded, even when allowed in your coursework.

All cases of academic misconduct will be referred to the Examinations Officer and the Senior Leadership Team.

Name: Signature:

Tutor group: Date: