Oakley School

Skills for Life and Independence

Artificial Intelligence (AI) Policy

Date reviewed: September 2025

Date of next review: September 2027

Appendices: None

Executive Summary

This Responsible AI Usage Policy outlines Oakley School's approach to implementing and using Artificial Intelligence (AI) technologies in our educational setting. Key points include:

1. Our commitment to safe, ethical, and effective use of AI in alignment with DfE guidance, the latest government AI guidance, and OFSTED expectations.
2. Guidelines for selecting, implementing, and monitoring AI tools.
3. Roles and responsibilities for staff, pupils, and leadership in AI usage.
4. Measures to protect data privacy and intellectual property in compliance with GDPR.
5. Strategies for preparing pupils for an AI-enhanced future.

This policy aims to harness the benefits of AI while mitigating potential risks, ensuring that our use of AI enhances teaching, learning, and administrative processes without compromising our educational values or stakeholders' rights.

Introduction

Artificial Intelligence (AI) technology is already widely used in commercial environments and is gaining greater use in education. Oakley School recognises that AI has many benefits and has the potential to enhance outcomes and educational experiences, with the opportunity to reduce workload for staff.

We recognise the potential of AI tools to support pupils with special educational needs and disabilities (SEND) by offering personalised learning experiences, adaptive content, and assistive technologies. However, we are also aware that AI systems may embed or amplify biases and may not always accurately reflect individual learning needs. Therefore:

- AI tools will only be used to support SEND pupils where their use has been discussed with the relevant staff and, where appropriate, with the pupil and their parents or carers.
- AI-assisted content used in interventions or differentiated instruction will be reviewed by qualified staff to ensure accessibility and appropriateness.
- We do not rely on AI-generated recommendations as a substitute for professional judgement, EHCPs, or specialist assessments.
- We will work to ensure equity of access to appropriate tools for pupils with SEND and will monitor impact through our usual review processes.

We also realise that there are risks involved in the use of AI systems, but that these can be mitigated through our existing policies and procedures and amending these as necessary to address AI risks.

We will educate staff and pupils about safe and ethical use of AI, preparing them for a future in which AI technologies are likely to play an increasing role.

As always, the safeguarding of pupils and staff will be at the forefront of our policy and practice.

This policy outlines our approach to implementing and using AI technologies in a responsible, ethical, and effective manner, in alignment with Department for Education (DfE) guidance, the "Generative AI in Education" guidance (2024), OFSTED expectations, and our school's values.

Vision and Strategy

AI will be used to enhance teaching and learning, streamline administration, and support personalised learning, especially for pupils with SEND including using generative AI to enhance school leadership.

We will educate staff, pupils, and families on safe and ethical AI use. Microsoft 365 Copilot is our approved AI platform. Staff must use this tool rather than unvetted alternatives.

Purpose

The purpose of this policy is to:

- Ensure the safe, secure, and appropriate use of AI technologies within our school.
- Promote transparency and accountability in AI implementation.
- Safeguard the wellbeing and rights of all pupils and staff.
- Align our AI use with educational goals, government guidance, and OFSTED expectations.
- Harness the potential of AI to reduce workload and enhance leadership and teaching and learning.
- Prepare our pupils for a future where AI is increasingly prevalent.

Understanding Generative AI

Generative AI refers to technology that can create new content based on large volumes of data. This includes tools that can:

- Answer questions and complete written tasks.
- Respond to prompts in a human-like way.
- Produce audio, code, images, text, simulations, and videos.

While these tools offer significant opportunities, it's crucial to understand their limitations and potential risks, particularly risks related to misuse, over-reliance, and bias.

Policy Statements

- Oakley school acknowledges the benefits of the use of AI in an educational context - including enhancing teaching and learning and outcomes, improving administrative processes, reducing workload and preparing staff and pupils for a future in which AI technology will be an integral part. Staff are encouraged to use AI based tools to support their work where appropriate, within the

frameworks provided below and are required to be professionally responsible and accountable for this area of their work.

- We will comply with all relevant legislation and guidance, with reference to guidance contained in Keeping Children Safe in Education.
- We will provide relevant training for staff and governors in the advantages, use of and potential risks of AI. We will support staff in identifying training and development needs to enable relevant opportunities.
- We will ensure that we teach our pupils to use AI appropriately , the potential benefits and the risks of its use, including being able to identify misinformation and disinformation. Oakley School recognises the importance of equipping pupils with the knowledge, skills and strategies to engage responsibly with AI tools.
- As set out in acceptable use agreements, the school will use AI responsibly and with awareness for data sensitivity. Staff should use AI tools responsibly, ensuring the protection of both personal and sensitive data. Staff must only input anonymised data to avoid the exposure of personally identifiable or sensitive information.
- Staff must always ensure AI tools used comply with UK GDPR and other data protection regulations. They must verify that tools meet data security standards before using them for work related to the school.
- Only those AI technologies approved by the school are used (Microsoft 365 Copilot). Staff should always use school-provided AI accounts for work purposes. These accounts are configured to comply with organisational security and oversight requirements, reducing the risk of data breaches.
- We will protect sensitive information. Staff must not input sensitive information, such as internal documents or strategic plans, into third-party AI tools unless explicitly vetted for that purpose. They must always recognise and safeguard sensitive data.
- Oakley School will ensure that when AI is used, it will not infringe copyright or intellectual property conventions – care will be taken to avoid intellectual property, including that of the pupils, being used to train generative AI models without appropriate consent.
- AI incidents and breached must be reported promptly. Staff must report any incidents involving AI misuse, data breaches, or inappropriate outputs immediately to the relevant internal teams. Quick reporting helps mitigate risks and facilitates a prompt response.
- Oakley School will audit all AI systems in use and assess their potential impact on staff, pupils, Data Protection Impact Assessments (DPIAs) and the school's systems and procedures, creating an AI inventory listing all tools in use, their purpose and potential risks.
- We are aware of the potential risk for discrimination and bias in the outputs from AI tools and have in place interventions and protocols to deal with any issues that may arise. When procuring and implementing AI systems, we will follow due care and diligence to prioritise fairness and safety.
- Oakley School will support families in their understanding of the use of AI in the school through stakeholder workshops.
- AI tools may be used to assist teachers in the assessment of pupils' work and identify areas for improvement. Teachers may also support pupils to gain feedback on their own work using AI. Use

of these tools should be purposeful, considered and with a clear focus on ensuring impact and understanding and mitigating risk.

- We will prioritise human oversight. AI should assist, not replace, human decision-making. Staff must ensure that final judgments, particularly those affecting people, are made by humans and critically evaluate AI-generated outputs. They must ensure that all AI-generated content is fact-checked and reviewed for accuracy before sharing or publishing. This is especially important for external communication to avoid spreading misinformation.
- Improper use of AI tools, including breaches of data protection standards, misuse of sensitive information, or failure to adhere to this agreement, will be subject to disciplinary action as defined in staff policies.

Roles and Responsibilities

School Leadership and Designated Safeguarding Leads (DSLs)

- Overall responsibility for AI strategy and alignment with school goals.
- Ensuring adequate resources and training for AI implementation.
- Regular review and update of this policy.
- Conducting biannual AI-specific audits to evaluate compliance and
- effectiveness.

Teachers and Staff

- Responsible use of AI tools in teaching and administrative tasks.
- Reporting any concerns or issues with AI systems.
- Participating in relevant training and development.
- Actively educating pupils on ethical AI use and practical implications.

Pupils

- Ethical use of AI tools in their learning.
- Reporting any concerns or issues to teachers or staff.
- Understanding the limitations and ethical concerns of generative AI.

Data Protection Officer (DPO)

- Responsible for providing advice and guidance about data protection obligations in relation to the use of AI, including related Data Protection Impact Assessments (DPIAs).

Governors

- Governors will have a good understanding of how AI is used in a school context and potential benefits and risks of its use.
- Governors receive regular training and updates, enabling them to support the school and challenge where necessary. This may include evaluation of the use of AI in the curriculum,

administration and communications, ensuring that risks relating to these issues are identified, that reporting routes are available, and that risks are effectively mitigated.

Families

Parents/carers will be invited to engage through various channels. We work hard to engage parents and carers by:

- invitations to stakeholder workshops
- sharing weekly newsletters
- sharing information online e.g., website, social media
- providing curriculum information

Our families are made aware of how AI is used in school and receive guidance on both good practice in its use and the risks of misuse that may affect their child or young person's learning or safety. They are encouraged to report any concerns to the school and are made aware that all incidents will be handled with care and sensitivity.

IT Support will be provided by Hurst Technology, and they will be responsible for technical support and guidance, with particular regard to cyber-security and data protection.

Implementation Guidelines

Selection and Procurement

We carefully select AI tools that align with our educational objectives and ethical standards. Our process includes:

- Assessing all AI tools for alignment with this policy before procurement.
- Prioritising AI solutions that offer transparency in their training information, algorithms, and decision-making processes.
- Considering the long-term sustainability and scalability of AI implementations.
- Ensuring all third-party tools comply with GDPR, data protection legislation, and safety regulations.

Data Management

Effective data management is crucial for responsible AI use. Our approach includes:

- Ensuring all data used in AI systems is accurate, up-to-date, and relevant
- Regular auditing and cleaning of data to maintain its quality and relevance
- Strict protocols for data storage, access, and deletion
- Protecting personal and special category data in accordance with data protection legislation

Training and Support

We are committed to providing comprehensive training and support for AI use.
This includes:

- Regular training sessions for all staff on the use of AI tools and this policy

- Ongoing support to ensure effective and responsible use of AI Technologies
- Opportunities for staff to share best practices and experiences with AI use

Monitoring and Evaluation

We regularly assess the impact and effectiveness of our AI use. Our evaluation process includes:

- Monitoring the impact of AI use on leadership, teaching, learning, and administrative processes
- Annual evaluations of our AI systems and their alignment with this policy
- Gathering feedback from staff, pupils, and parents on AI implementations

Ethical Considerations

We prioritise ethical considerations in all our AI implementations. This includes:

- Regular assessments of the ethical implications of our AI use
- Engaging with pupils, families, and the wider community on AI-related ethical issues
- Ensuring our AI use aligns with our school's values and educational philosophy

Guidelines for Staff

- Staff should not share personal or private information with AI tools, however personal information, if needed, can be shared using Microsoft 365 Copilot Work only, due to its enhanced security features.
- Staff are permitted to explore and use AI-based tools and technologies to support their work where no proprietary or personal information is shared with the AI tool. Examples may include use of licensed AI tools for lesson planning, production of curriculum materials, and administration.
- Staff must be transparent with their manager about their use of generative AI.
- Before using new systems or software, the Headteacher should be consulted.
- To manage the risk that sensitive, personal or proprietary information is shared to third parties without proper permissions, we have blocked use of ChatGPT, Gemini etc and ask staff to use Oakley School's preferred tool, Microsoft 365 Copilot in order to undertake tasks such as marking and feedback, report writing, summarizing documents, searching within documents, generating advice or content for lessons or communications.
- Staff must ensure that any potential new use of AI tools is assessed to consider if a Data Protection Impact Assessment is required.
- AI tools will be used responsibly, ensuring they complement expertise but do not create a substitute for professional judgement. Staff remain professionally responsible and accountable for the quality and content of any output they have generated using AI.

Understanding Generative AI: Staff receive training on the capabilities and limitations of Generative AI tools, including an awareness of bias, accuracy and currency. They learn to quality-assure and fact-check the results, and use AI-generated content responsibly in their teaching materials.

Professional judgement: Staff exercise professional judgement in checking AI-generated content for accuracy, relevance, and appropriateness before use in educational settings. They are expected to provide context, and supplement AI-generated materials with their expertise.

Personalisation and learning: Staff must promote equity in education by considering use of AI to address learning gaps and provide personalised support, preparing all pupils for a future in which AI technology will be an integral part, being mindful of disparities in opportunities for different pupils.
Data protection and Intellectual Property: Staff are trained to protect personal and sensitive data, ensuring compliance with data protection legislation and other school policies, recognising the risks posed by AI. Staff also need to respect pupils' intellectual property rights, ensuring that original work (including homework) is not used to train AI models without appropriate consent or exemption to copyright.

- Teaching staff will emphasise to pupils the importance of checking AI for accuracy.
- All staff, including school leaders, are responsible for reading and understanding this policy before using any AI technology.

AI in Teaching and Learning

Opportunities

When used appropriately, AI has the potential to:

- Reduce workload across the education sector
- Free up leaders' time, allowing them to focus on being visible, excellent leaders
- Free up teachers' time, allowing them to focus on delivering excellent teaching
- Enhance personalised learning experiences

Limitations

We recognise that AI tools have limitations:

- They may produce inaccurate, inappropriate, biased, or out-of-date information
- They are not a substitute for knowledge in our long-term memory
- They cannot replace the judgement and deep subject knowledge of a human expert

Use in Assessments

- We take reasonable steps to prevent malpractice involving the use of generative AI in formal assessments

Independent Study

- We regularly review our homework policies and other types of unsupervised study to account for the availability of generative AI
- We encourage effective use of age-appropriate resources, which may include generative AI in some instances
- We work to prevent over-reliance on a limited number of tools or resources

Misusing AI tools

Preventing misuse

Oakley School acknowledges that misuse of AI tools can happen both accidentally and intentionally, and that education and awareness is key to preventing misuse. The school will consider taking the following actions to prevent the misuse of AI tools:

- Restricting access to online AI tools on school devices and networks
- Allocating time for sufficient portions of pupils' work to be completed in class under direct supervision, where appropriate
- Introducing classroom activities that use the level of knowledge and understanding achieved during lessons to ensure the teacher is confident that pupils understand the material
- Investing in educating and training staff, pupils and parents on the use of AI tools and raising awareness of the risks and issues that come with its use

Training

As AI becomes an integral part of modern education, it is essential for staff to be trained in its effective use. Training equips educators with the knowledge and skills to integrate AI tools responsibly into teaching, learning, and administrative processes.

- We will provide comprehensive training to all staff on the effective, responsible, and ethical use of AI technologies in education, ensuring these tools enhance teaching, learning, and administrative processes.
- We will integrate AI-related risks and safeguards into annual safeguarding training, aligning with statutory guidance.
- We will ensure all staff are equipped with the knowledge and skills to confidently integrate AI into their professional practice and to prepare pupils for a future shaped by AI-driven innovation and opportunities.
- We will promote ethical practices in the use of AI, ensuring that these technologies contribute to equity, fairness, and inclusivity in education.
- We will empower educators to teach pupils about the safe and ethical use of AI, cultivating a culture of awareness, resilience, and informed decision-making in the digital age.

Reporting

Our reporting systems are well promoted, easily understood and easily accessible for staff, pupils and families to confidently report issues and concerns, knowing these will be treated seriously. All reports will be dealt with swiftly and sensitively and outcomes shared where appropriate. We also respond to anonymous reports, or reports made by third parties.

Responding to an incident or disclosure

Our response is always based on sound safeguarding principles and follows school safeguarding and disciplinary processes. It is calm, considered and appropriate and puts the pupils at the centre of all decisions made.

- All AI incidents (including data breaches and/or inappropriate outputs) must be reported promptly to the class teacher in the first instance. A swift response to these incidents will lead to a resolution being made as quickly as possible.
- If concerns relate to a safeguarding nature they will be escalated to the DSL, in line with the school's Safeguarding Procedures.

- Where relevant/required incidents will be reported to external agencies e.g., Police, Data Protection Officer (DPO), Information Commissioner's Office (ICO).
- All AI related incidents will be recorded through the school's normal recording systems.

In the case of misuse of AI by staff, the normal staff disciplinary processes will be followed.

Complaint Procedures

We have clear procedures for addressing concerns about AI use:

- Any concerns about AI use can be raised through our standard complaints procedure
- We have a dedicated process for addressing AI-related issues and errors
- All complaints are thoroughly investigated and addressed in a timely manner

Monitoring and Review

This policy will be reviewed and updated at least annually by the Leadership Team and Governing Body, or sooner if necessary due to changes in legislation, technology, or best practices

This policy operates in conjunction with the following school policies:

- Online Safety Policy
- Cyber-security Policy
- Data Protection Policy
- Child Protection and Safeguarding Policy
- Acceptable Use Agreement