AI Usage Policy
Artificial Intelligence

This policy should be read in conjunction with our relevant school policies:

Aylesford School
Online Safety Policy
https://www.aylesford.kent.sch.uk/images/documents/Online%20Safety%20Policy%20-%20September%202024.pdf
Behaviour and Character Policy
https://www.aylesford.kent.sch.uk/images/documents/Character%20and%20Behaviour%20Policy%20-%20September%202024.pdf

Wrotham School
E safety policy/ AUP
https://www.wrothamschool.com/staying-safe-online/
Behaviour and Character Policy
https://www.wrothamschool.com/wpcontent/uploads/2021/09/Behaviour-Character-and-Inclusion-Policy.pdf

Ratified/Reviewed by…	Date	Date to be reviewed
Trust Board	March 2026	March 2027

Policy Owner: Chief Executive Officer

Table of Contents

AI Usage Policy March 2026

1. Purpose

This policy outlines the responsible and ethical use of Artificial Intelligence (AI) technologies in the Schools to ensure compliance with legal, safeguarding, and educational standards. The use of AI is intended to enhance teaching and learning, improve administrative efficiency, and support the school community.

2. Scope

This policy applies to all staff, students, and visitors who access the school's systems and technologies, including but not limited to AI-driven educational tools, administrative software, and any AI-related services used within the school network or on school premises.

3. Definition of AI

For the purposes of this policy, AI refers to technologies capable of performing tasks that typically require human intelligence, including but not limited to machine learning, natural language processing, and data analysis systems.

4. Principles of Use

4.1   Educational Value:
AI tools may be used to enhance educational outcomes and improve teaching and learning experiences, aligning with the school's curriculum and ethos.

4.2   Ethical Use:
AI should be used in a way that promotes fairness, transparency, and equity. The school will not use AI systems that unfairly disadvantage any individual or group.

4.3   Data Privacy and Security:
The use of AI must comply with the General Data Protection Regulation (GDPR).

Personal data processed by AI systems must be protected from unauthorized access, and individuals must be informed about how their data is being used.

Individual student or staff data which would allow their identification should not be input into an AI system or shared with AI software under any circumstances. The only exception to this is existing school based software that uses Ai technology and has been approved as having strict data protection protocols.

4.4   Human Oversight:

AI tools are to assist, not replace, human decision-making in educational and administrative tasks. Teachers and staff are responsible for overseeing AI applications and ensuring that any decisions influenced by AI systems are in the best interest of students and staff. All Ai documents or resources must be checked in full before use/ publishing.

---

5. Acceptable Use

5.1   For Students:

AI-powered educational tools may be used to support learning activities such as homework help, research, and skill-building, provided they are aligned with the school's curriculum. Misuse of AI tools, such as cheating or plagiarism using AI-generated content, is prohibited and will be subject to disciplinary actions.
All examination board rules on the use of AI must be followed at all times. Failure to do these risks disqualification from single or multiple exams.
For more information - https://www.jcq.org.uk/exams-office/malpractice/artificial-intelligence/

5.2   For Staff:

AI tools may be used to support teaching, assessment, and administrative functions. Staff should ensure AI is used to complement, not replace, their professional judgment, particularly in relation to student performance and pastoral care. **(See principles of use).**
Staff have an individual and collective responsibility to recognise, check and report AI when suspected as being used inappropriately. Safeguarding concerns concerning Ai should be reported in the same way as other safeguarding concerns, without delay.

5.3   For Administrative Use:

AI tools can be used to streamline administrative processes such as attendance tracking, data analysis, and resource management. However, the school must ensure that these tools comply with data protection regulations and do not compromise student or staff privacy. **(See 4.3)**

---

6. Safeguarding and Monitoring

The school will monitor the use of AI tools to ensure they are not used for any harmful or inappropriate purposes. Any AI application that interacts with students must be carefully vetted to ensure it aligns with safeguarding protocols and the school's duty of care.

- **AI-generated content (e.g., chatbots, virtual assistants)** must not be used to bypass human oversight in sensitive areas like mental health support or safeguarding.
- AI systems used for monitoring student performance, behaviour, or well-being must be carefully regulated to avoid unjustified conclusions or automated disciplinary measures.
- AI has the potential to be used in conjunction with other known technologies, such as social media to bully, abuse and harass. The same clear safeguarding rules apply to harm and responsibility to report.
- Staff should be aware of the safeguarding risks associated with AI and its use.
- Use of Ai to harm, abuse or bully a child or adult carries the same responsibility and action as any other technology.

---

7. Risks

AI can pose several potential risks to the safeguarding of children in schools. Here are some of the main concerns:

7.1   Inadequate Data Privacy

- **Risk:** AI systems often rely on personal data, including sensitive information about students. If this data is not adequately protected, it could be accessed by unauthorized individuals, leading to privacy violations.
- **Safeguarding Concern:** Exposure of personal data, including health or behavioral information, could lead to cyberbullying, identity theft, or inappropriate targeting of students.

7.2 Inaccurate or Biased Decision-Making

- **Risk:** AI algorithms may make decisions about student behavior, performance, or wellbeing based on data patterns, which could be biased or inaccurate.
- **Safeguarding Concern:** Misidentification of vulnerable students, overlooking safeguarding needs, or discriminatory outcomes could occur, leading to unfair treatment or missed safeguarding opportunities.

7.3 Lack of Human Oversight

- **Risk:** Over-reliance on AI systems may lead to a reduction in human oversight in critical areas like student welfare or mental health monitoring.
- **Safeguarding Concern:** Automated systems may miss subtle signs of abuse, neglect, or mental health issues that a human might detect, delaying necessary interventions.

7.4 AI Chatbots or Virtual Assistants

- **Risk:** AI-powered chatbots or virtual assistants interacting with students could give inappropriate advice, fail to detect safeguarding concerns, or lack the sensitivity needed to respond to vulnerable children.
- **Safeguarding Concern:** These tools may inadvertently give harmful advice or overlook safeguarding concerns, leading to inadequate support in critical moments.

7.5 Monitoring and Surveillance Misuse

- **Risk:** AI systems used for student monitoring, such as facial recognition or behavior tracking, could be misused or overstep privacy boundaries.
- **Safeguarding Concern:** Constant surveillance could create an oppressive environment or violate student privacy, potentially leading to anxiety or harm. It could also result in false positives (incorrectly flagging students as being at risk) or false negatives (missing actual risks).

7.6 Predictive Policing or Risk Scoring

- **Risk:** AI systems that predict student behavior or assess risk levels may label certain students as "high risk" based on flawed data or biased algorithms.
- **Safeguarding Concern:** These predictions could lead to unfair discrimination against certain groups, such as students from disadvantaged backgrounds or those with specific behavioral issues, without addressing underlying safeguarding needs.

7.7   Inappropriate Content Moderation or creation

- **Risk:** AI used for content moderation or creation on online learning platforms or personal devices.
- **Safeguarding Concern:** Harmful or inappropriate content, such as bullying, grooming, or exposure to explicit materials, could place a child at risk of harm.

7.8   External Influence or Manipulation

- **Risk:** AI systems may be vulnerable to hacking or external manipulation, exposing students to harmful external influences or false information.
- **Safeguarding Concern:** Hacked AI systems could be used to manipulate students, either by influencing their behavior, exposing them to inappropriate content, or even initiating harmful communications.

7.9   Inadequate Training for Staff

- **Risk:** Teachers and staff may not be adequately trained in how to use AI responsibly, leading to misuse or over-reliance on AI technologies.
- **Safeguarding Concern:** Lack of understanding about AI's limitations could lead to missed safeguarding red flags or inappropriate use of data-driven decisions about students.

7.10   Over-personalization of Learning

- **Risk:** AI systems designed to personalize learning might isolate students based on incorrect assumptions about their abilities or needs.
- **Safeguarding Concern:** Over-personalization could limit a student's interactions with peers and educators, potentially overlooking safeguarding concerns or mental health issues that would otherwise be detected through social interactions.

Each of these risks highlights the importance of maintaining strong human oversight and clear guidelines for the ethical use of AI in schools to ensure the safeguarding of students.

---

8. Training and Awareness

Staff Training:

All staff members must undergo training on the appropriate use of AI technologies within the school. This will include understanding the ethical implications of AI, data protection requirements, and how to integrate AI into teaching effectively.

Student Education:

Students will receive guidance on the ethical and responsible use of AI tools, with a focus on digital literacy, data privacy, and the avoidance of over-reliance on AI for academic tasks.

9. Compliance and Accountability

The school's Senior Leadership Team (SLT) is responsible for ensuring that the AI usage policy is followed. Any breach of this policy by staff, students, or visitors will be investigated, and appropriate disciplinary actions will be taken.

For Students:

Breaches of this policy will be handled in line with the school's behaviour and discipline policy.

For Staff:

Violations may result in disciplinary actions in accordance with the school's staff disciplinary procedures.

10. Review and Updates

This policy will be reviewed annually or as needed to reflect changes in AI technologies, data protection laws, or educational best practices. Any amendments will be communicated to staff, students, and parents.

11. Conclusion

The school is committed to using AI responsibly and ethically to enhance the educational experience while safeguarding the rights and privacy of students, staff, and the school community. All users are expected to adhere to this policy to maintain a safe and supportive learning environment.