



Aylesbury High School AI Policy

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Any other statutory names for this policy (where applicable)		Date first approved	Summer 2024
Responsibility for this policy (job title)	Headteacher	Date last reviewed	Summer 2025
Governors' Committee with responsibility for its review	FGB	Frequency of review	Annually
		To be put on the school website? (Yes/No)	Yes
Approval necessary	Full Governing Body		

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1.Introduction

Aylesbury High School is committed to fostering an environment that develops uniquely talented young adults who are independent, strong, and confident. Artificial Intelligence (AI) offers vast potential to enhance educational experiences and administrative efficiency but also comes with risks and challenges. This AI Policy aims to govern the use of AI systems within Aylesbury High School to optimise benefits whilst carrying out our duties in relation to Filtering and Monitoring and GDPR, mitigating risks and ensuring ethical use.

2. Scope

Any AI systems permitted for use in school will be used to complement, not replace, human decision-making in educational and administrative contexts. We will always prioritise safeguarding responsibilities ahead of any benefits of AI. This policy applies to all AI technologies implemented within the school, including but not limited to:

- AI-powered educational tools and platforms
- Data analysis and management systems
- Automation of administrative tasks
- Security and surveillance systems

3. Objectives

The objectives of this policy are to:

- Enhance the educational outcomes for our pupils
- Support our staff in their professional duties
- Support our students and parents to navigate AI safely and effectively
- Uphold the highest standards of data privacy and security
- Promote transparency and accountability in AI usage

4. Accountability

The School

- ☐ will provide clear guidance and training to staff surrounding the acceptable use of AI, outlining their role and responsibilities when using AI technology
- ☐ will provide a [RAG rating system](#) for applications that incorporate AI indicating the level of precautions and standards staff should follow when using those applications. This will be reviewed and updated regularly to ensure the guidance takes into account any new developments
- ☐ will update staff if the products they are using are implementing AI or change the way existing AI is used through them (with the support of the IT team)
- ☐ Governors are accountable for the implementation of this policy and ensuring this policy is regularly reviewed and effectively implemented

Staff

- ☐ will refer to the provided RAG rating system (available in staff bookmarks) to ensure they understand their responsibilities when using any given AI technology

The RAG ratings are broken down as follows:

- Red - Not permitted for use
- Amber - Limited use permitted - you should refer to the RAG to ensure responsibilities and limitations are understood
- Green - Low risk - accepted for use.
- ☐ Individuals shall be held responsible for any misuse or negligence concerning AI systems and this may result in a disciplinary procedure being implemented

5. Privacy & Intellectual Property

Intellectual Property refers to any intellectual creation, such as literary works, artistic works, inventions, designs, symbols, names, images, computer code, etc. The use of AI can result in infringements on third party Intellectual Property such as trademarks or copyright images. Ensuring the legal rights to anything generated by AI is essential. The School could also be at risk for having its Intellectual Property accidentally or deliberately targeted.

The use of AI in education often involves processing students' personal data. We have strict data privacy policies in place to protect this information.

The School

- ☐ will provide a clear approval system where staff can request new applications and software for use at AHS. The system will ensure approved technologies are legally compliant and of educational value. This is in the form of a Software Approval Google Form and Committee
- ☐ will educate students about Intellectual Property rights related to AI-generate content, emphasising proper attribution and respect for creators

Staff

- ☐ must use the Software Approval Google Form (via staff bookmarks) to request any new applications and software, providing the associated information as necessary
- ☐ must be aware of and note any age restrictions for apps involving AI use
- ☐ must be aware of copyright rules and what is legally allowed to be shared with AI (inc. published texts & student work) and check with the DPL (Data Protection Lead, Jonathan Richardson) if unsure
- ☐ must be aware of and comply with the school privacy policies
- ☐ must follow the school's GDPR guidance at all times
- ☐ must encourage students to follow school guidelines for using AI-generated content ethically
- ☐ in line with the RAG rating system, staff must never upload School Intellectual Property, Personal or Sensitive data into any AI platform

Students

- ☐ will adhere to [school guidance](#) for using AI-generated content, including proper attribution and respect to creators
- ☐ will never input Intellectual Property or Personal and Sensitive data into AI tools

Parents

- ☐ will support their child in understanding Intellectual Property rights and responsibilities related to AI-generated content
- ☐ will ensure their child complies with school policies (such as the [AI Guide for Students](#)) regarding AI-generated content, including proper attribution and ethical use

6. Ethical Use

Ethical considerations should be at the forefront when adopting AI in education. Any use of AI technologies must enhance educational outcomes, align with our values and uphold ethical standards.

The School:

- ☐ will promote a culture of ethical AI use among all stakeholders
- ☐ will promote an environment of transparency about AI use within the school

Staff:

- ☐ leaders and staff must use their professional judgement when using these tools. Any content produced requires critical judgement to check for appropriateness and accuracy in compliance with School policies and values, including checking for bias and fairness. The quality and content of any final documents remains the responsibility of the professional who produced it and the organisation they belong to, regardless of the tools or resources used.
- ☐ should foster an environment of transparency about AI use within the school
- ☐ must report any instances of unethical AI use by staff or students via the Data Breach Form under the Forms section in the staff bookmarks

Students:

- ☐ should understand and respect the ethical implications of AI
- ☐ must engage with AI tools responsibly, using them to support learning and personal development, respecting others and upholding ethical standards (see the [AI Guide for Students](#))
- ☐ must report any instances of unethical AI use to staff

Parents should:

- ☐ encourage discussions about the ethical use of AI at home
- ☐ stay informed about the AI tools and applications their children use
- ☐ support the School's efforts to maintain ethical standards in AI usage
- ☐ monitor their child's AI related activities and provide guidance as needed

7. Access equality

AI systems should be designed and used in a way that promotes equity in education. It should not favour one group of students over others. AI should be used to level the educational playing field, not create new disparities.

The School:

- ☐ must ensure accepted AI resources and opportunities are accessible to all students, irrespective of background or abilities
- ☐ should promote a culture where disparities in AI access or utilisation are identified and rectified

Staff:

- ☐ must support the School to identify and rectify disparities in AI access or utilisation
- ☐ should adapt AI activities to accommodate students with diverse learning needs, ensuring all students can participate
- ☐ should create an inclusive classroom environment; when using AI technologies, all students should have the opportunity to engage with it equally

8. Curriculum integration

The School:

- ☐ will ensure the curriculum is designed to ensure all students are taught about the opportunities and risks posed by AI
- ☐ will provide clear guidance surrounding the use of AI for classwork, homework and assessment for staff and students
- ☐ will provide guidance for staff to effectively monitor student use of AI in lessons

Staff will:

- ☐ integrate AI-related topics and projects into lesson plans where permissible and relevant, aligning with the School's curriculum
- ☐ collaborate with colleagues to develop interdisciplinary AI activities that enhance student learning
- ☐ refer to and follow the guidance on the RAG sheet when preparing resources or using AI in lessons
- ☐ refer to and follow the guidance in section 7 of the Teaching & Learning Strategy when setting homework ('Homework and the Use of AI')
- ☐ refer to and follow section 6 of the Non-Examined Assessment Policy ('AI Use in Assessments') when relevant
- ☐ closely monitor students' use of devices in their classroom, e.g. ensuring that device lids are closed when not in use, circulating the room to monitor device use, etc. N.B. Students do not currently have access to generative AI resources on School devices and networks and all known generative AI resources are blocked. This does not control students' personal devices or devices that are logged on to external internet sources such as 5G or hotspots.
- ☐ issue behaviour marks to students where misuse of technology/AI has taken place

Students will:

- ☐ engage with AI tools responsibly and with academic integrity, using them to support learning and personal development, following the guidance and rules as laid out in the [AI Guide for Students](#)

9. Training & professional development

The School

- ☐ will provide education and training opportunities so all stakeholders understand the opportunities and risks posed by AI
- ☐ will provide the policies, structures and information needed to support those stakeholders to use AI applications appropriately

Staff will:

- ☐ participate in ongoing training to stay informed about AI developments and best practices
- ☐ share knowledge and resources with colleagues to build collective expertise
- ☐ apply, where appropriate, new AI insights to improve teaching and learning outcomes

Parents

- ☐ will engage with materials/information the School provides about AI and how to support their child to use it safely and effectively

10. Legal compliance

This policy is in line with and works alongside the Data Protection and Confidentiality Policy and Child Protection and Safeguarding Policy.

The School

- ☐ will ensure that the use of AI at AHS complies with relevant UK legislation, including the Data Protection Act 2018 and the UK GDPR
- ☐ will educate all stakeholders about the legal aspects of AI use

Staff will:

- ☐ understand the legal implications of using AI, particularly concerning data privacy, and attend training provided by the School
- ☐ follow the guidance and principles set out in this policy and related documents to ensure compliance with legal standards
- ☐ report any legal concerns related to AI use to the CFOO (Chief Financial & Operations Officer, Lisa Greenway)

Parents should:

- ☐ support the School's efforts to comply with legal requirements
- ☐ educate their daughter about their legal rights and responsibilities regarding AI

11. Future adaptability & evaluation

As AI is a rapidly evolving field, it is crucial to keep up-to-date with the latest developments and understand their potential implications on education.

The School

- ☐ will regularly review and update AI policies to reflect technological advancements and educational needs
- ☐ will implement a continuous improvement cycle for AI systems and practices
- ☐ will engage in forward-thinking discussions about the future impact of AI on education