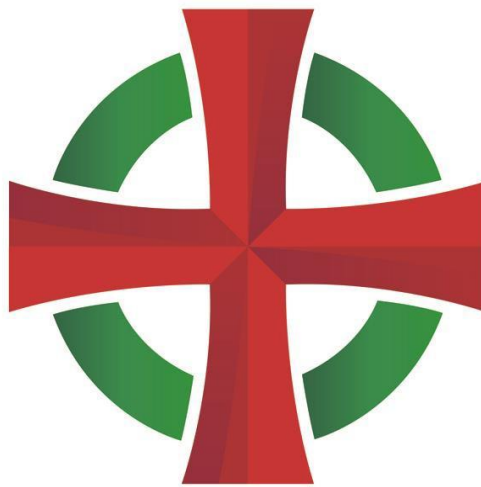




Holy Cross

CATHOLIC HIGH SCHOOL

Artificial Intelligence Usage Policy

'I have come that they may have life, and have it to the full' (John 10:10).

Artificial Intelligence Usage Policy

1. Aim

To ensure that Artificial Intelligence (AI) is used safely, accurately and appropriately to enhance pupils' learning and support practice and pedagogy across all roles in school.

Within this document the following terminology is defined as:

Generative AI: A type of AI that can create new or original context such as text, images or music by learning from large datasets.

Open AI: These are accessible and modifiable by anyone. They may store, share or learn from the information entered into them. An example would be Microsoft CoPilot.

Closed AI: These are generally more secure as external parties cannot access the data or information you input. An example would be 'Teacher and Leader AI' on the National College.

Large Language Model (LLM): A type of AI that uses machine learning to understand, process and generate human-like text.

2. Objectives

- To ensure that pupils' learning is **enhanced** by the appropriate and effective use of AI.
- To ensure that AI is used safely, effectively and appropriately to ensure compliance with GDPR regulations, intellectual property and copyright laws and safeguarding guidance.
- To protect the privacy and personal data of staff, governors, parents and pupils in compliance with GDPR regulations.
- To minimise the risk of malpractice or misuse of AI by staff and pupils.
- To ensure that AI technologies are used ethically and responsibly by all stakeholders to minimise the risk of bias and inaccuracies.
- To ensure that pupils are prepared for how emerging technologies (including AI) will change workplaces now and in the future.

3. Expectations

Staff members are expected to:

- Ensure that when AI is used it is as a vehicle to **enhance** the final output rather than solely to diminish the time taken to complete a task.
- Adhere to the school's Pupil Technology Acceptable Use Agreement, Home School Partnership, Media Use Policy, Data Protection Policy, Feedback Policy, Homework Policy, Teaching and Learning Policy, JCO's exam regulations and the DfE's Keeping Children Safe in Education (KCSIE 2025).
- Familiarise themselves with the DfE's cyber security standards to ensure they are educated regarding the use of scams and AI to support the management of cyber-

security risks.

[Meeting digital and technology standards in schools and colleges - Cyber security: core standard - Guidance - GOV.UK](#)

- Ensure that, in compliance with GDPR regulations, no identifying personal or sensitive data or information is inputted into AI tools such as pupil names.
- Ensure that they only use AI as a feedback tool when it provides diagnostic data eg, through online retrieval quizzes. AI should not replace qualitative teacher feedback as outlined in the whole school Feedback Policy.
- Direct pupils specifically as to when it is appropriate to use AI for a task in class or at home.
- Direct pupils to recognise the limitations of AI and be critical of the results obtained.
- Ensure pupils are aware of any exam policies and guidance related to AI provided by school and the Joint Council for Qualifications (JCQ).
- Ensure appropriate safeguards are put in place, such as close supervision and the use of tools with safety and filtering features when pupils are using AI.
- Report any safeguarding concerns related to AI to the DSL or Deputy DSL.
- Ensure they are confident to override mistakes or bias and override suggestions made by AI.
- Ensure that any data which is entered is appropriately anonymised through the use of pseudonyms or similar to ensure data is not identifiable.
- Acknowledge and reference the use of AI in their work.
- Check AI generated content to ensure its appropriateness for the intended purpose and audience.
- Review any output from AI critically to review bias or unreliability before it is shared with a wider audience of pupils, parents or staff.
- Only share AI generated content with relevant stakeholders if they are confident of the quality and content.
- Ensure appropriate consent has been obtained before inputting pupils' work into AI as this is their intellectual property.
- Avoid using AI for: recruitment purposes; appraisal; editing or altering photos or videos of staff and/or pupils.
- Ensure they are aware that any information inputted into an open AI tool may be used to further train the Large Language Model (LLM).

Pupils are expected to:

- Adhere to the school's Pupil Technology Acceptable Use Agreement, Media Use Policy and the Home School Agreement.
- Use AI for tasks specifically related to their learning as directed by their teacher when relevant to do so.
- Submit work that is demonstrably their own.
- Ensure any information gathered from AI is checked to ensure it is appropriate, accurate and free from bias ensuring it is appropriate for the intended purpose and audience.

- Ensure no personal data, including names, are inputted into an AI platform.
- Ensure any work they produce is not taken directly from AI without clear referencing when appropriate.
- Inform staff when AI has been used to support classwork and homework.
- Inform staff members when they have used AI to support them with work.
- Seek help from a member of staff if they are concerned about an experience they, or a peer, has had whilst utilising AI tools for school work.
- Ensure they adhere to any exam policies and guidance related to AI provided by school and the Joint Council for Qualifications (JCQ).
- Understand that if they do not follow the guidance on AI properly, they may be sanctioned as per the Behaviour Policy.

Subject Leaders are expected to:

- Ensure that staff within their curriculum area are aware of which tasks pupils may or may not use AI to assist with.
- Ensure teaching staff make pupils are aware of any exam policies and guidance related to AI provided by school and the Joint Council for Qualifications (JCQ).
- Design a curriculum which recognises that AI tools can lack reliability and be biased.
- Provide subject specific training related to AI.
- Ensure that any resources or materials produced using AI are the same quality or better than the original produced independently.
- Quality assure how AI is used within the department.

The Strategic Lead for Whole School ICT is expected to:

- Provide technical support for the implementation of AI.
- Implement appropriate security measures to protect against any threat posed by AI platforms.
- Ensure that the appropriate systems are in place for filtering and monitoring that cover generative AI.
- Ensure that the use of AI is taken into consideration when creating any policies which may be affected by it and share these with colleagues.
- Ensure that the school's response to cyber-security breaches considers AI specific issues.
- Ensure that they are aware of new and emerging threats posed by AI.
- Ensure that any AI related processing meets the DfE's Cyber Security Standards
- Draft an AI risk assessment that is updated regularly as products evolve.

The Data Protection Officer is expected to:

- Ensure that innovation related to AI never outruns compliance or safeguarding.

Ensure Legal Compliance

- Make sure any AI system used in school follows data protection laws and meets the DfE's Cyber Security Standards.
- Approve and review Data Protection Impact Assessments for AI tools that process personal data.

Manage Risks

- Identify risks like bias, excessive data collection, or inaccurate outputs.
- Ensure human oversight is in place for important decisions.

Check Third-Party AI Tools

- Maintain a register of all AI systems that are in use and their data flows
- Review vendor privacy practices and data processing agreements.
- Confirm pupil data isn't used to train external AI models without permission.

Set and Maintain Policies

- Help create simple, clear policies on staff and student use of AI.
- Ensure AI use aligns with safeguarding and data minimisation principles.

Train and Support Staff

- Provide guidance on safe, lawful, and responsible use of AI.
- Raise awareness about risks of entering personal data into AI tools.

Monitor and Audit AI Use

- Keep track of AI systems in use and check they remain compliant.
- Review access controls, data retention, and system performance.

Handle Rights Requests

- Support pupils and parents in understanding how their data is used in AI.
- Manage access, correction, and objection requests involving AI systems.

Respond to Incidents

- Lead on data breaches or misuse involving AI tools.
- Report issues where required in line with the Data Protection Policy and advise on corrective actions.

The Senior Leadership Team are expected to:

- Monitor the implementation of the Artificial Intelligence Usage Policy.
- Stay up to date on developments related to AI technologies that are relevant to the school.
- Ensure the Data Protection Officer (DPO) understands and maintains awareness of what the use of AI means for GDPR.

- Ensure the DSL and Deputy DSL are regularly trained on the implication of AI related to safeguarding.
- Ensure the DSL and Deputy DSL take responsibility for online safety and the impact AI may have related to this.
- Ensure Intellectual Property laws and best practice are adhered to by ensuring that permission is sought from the copyright holder before inputting it into a Generative AI tool.

A Review of the Artificial Intelligence Policy will take place in May 2027.