



## THE JUBILEE ACADEMY

*Aspire and Achieve*

**Title:** Artificial Intelligence for Students and Parents Policy

**Date Approved:**

**Date Last Reviewed:** September 2025

**Status:**

**Delegation:** DHT Teaching and Learning

**Review Frequency:** As and When required.

**Policy Locations:** Website/Staff Shared Drive/Hard Copy

DRAFT

# Artificial Intelligence Student and Parents Policy

## Background

Although Data Protection law does not specifically define or discuss the guidelines for Artificial Intelligence ('AI'), the guidance from the Information Commissioner's Office and the UK government defines it as using non-human systems to imitate human intelligence.

In this time of constant development and increased usage, there is a need to provide you with an awareness of how AI will be used by the school and the guidelines for usage by pupils, especially if being used to complete schoolwork and completing qualification assessments.

## What is Generative Artificial intelligence?

AI chatbots are AI tools which generate text in response to user prompts and questions. Users can ask follow-up questions or ask the chatbot to revise the responses already provided. AI chatbots respond to prompts based upon patterns in the data sets (large language model) upon which they have been trained.

They generate responses which are statistically likely to be relevant and appropriate. AI chatbots can complete tasks such as the following:

- Answering questions
- Analysing, improving, and summarising text
- Authoring essays, articles, fiction, and non-fiction
- Writing computer code
- Translating text from one language to another
- Generating new ideas, prompts, or suggestions for a given topic or theme
- Generating text with specific attributes, such as tone, sentiment, or formality

While the range of AI tools, and their capabilities, is likely to expand greatly in the near future, teachers and students should also be aware that AI tools are still being developed and there are often limitations to their use, such as producing inaccurate or inappropriate content.

## Authorised usage of AI for staff

We permit the informed and responsible use of generative AI applications by staff to enhance teaching, learning, support administrative tasks, and other school-related activities. Staff will comply with the terms of the workforce specific policy when using generative AI to conduct such activities.

Authorised AI applications must only be used by staff for the following purposes:

- (a) Drafting internal guidance, training and presentations;
- (b) Lesson planning
- (c) Conducting research
- (d) Developing code
- (e) Providing summaries
- (f) Idea generation

Staff should refrain from using AI for activities that promote discrimination, bias, or unethical behaviours. All content generated using AI must align with the school's values and educational objectives.

All other purposes must be authorised in advance by the School Business Manager

### **Pupil usage of AI**

As captured in Appendix A, we will require parents/pupils to sign an Acceptable Use Statement to ensure appropriate usage of AI and they are reminded of the permitted usage along with an outline of what classes as AI misuse.

The school permits pupil usage of AI in the following circumstances:

- (a) As a research tool
- (b) Idea generation for projects
- (c) For use with homework with the above requirements fulfilled
- (d) Completing qualification assessments when permissible and under strict supervision

### **Data Privacy**

The school are yet to permit or encourage the usage of AI to process personal data at this time but are aware of the data protection responsibilities to be transparent of such usage and will update the policy as and when needed.

### **Related Policies**

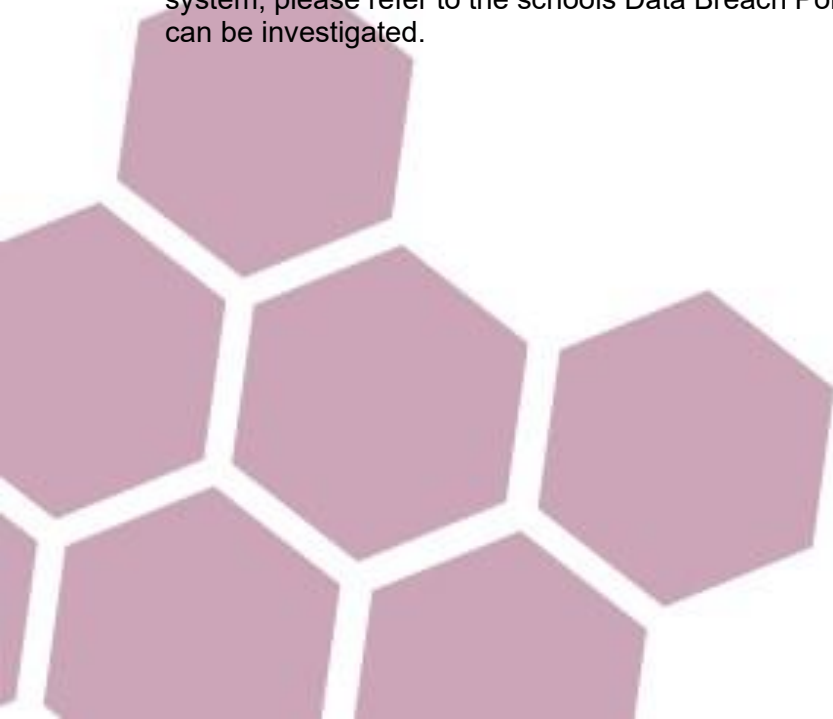
Staff should refer to the following policies that are related to this AI Staff Policy: -

- Online Safety Policy
- Bring Your Own Device (BYOD) Policy
- Code of Conduct Policy
- Data Protection Policy
- Privacy Notice for staff.

These are available upon request from the school office.

### **Related Policies**

If at any time you feel a data breach has occurred in relation to data used, stored or shared with the AI system, please refer to the schools Data Breach Policy and/ or notify School Business Manager so that this can be investigated.



## Appendix A – Acceptable Use Statement - Usage of AI

This Acceptable Use Statement is designed to ensure appropriate use of AI when completing schoolwork ensuring it is consistent with government and exam board guidelines.

AI tools can only be used as set out within this statement. For examinations and coursework, AI must only be used when the conditions of the assessment permit its use.

AI tools should only be used in limited circumstances and where expressly permitted by a staff member. In the absence of this permission, AI tools should not be used to supplement and support pupil works.

We permit AI uses in the following circumstances:

- (a) As a research tool
- (b) Idea generation for projects
- (c) For use with homework with the above requirements fulfilled
- (d) Completing qualification assessments when permissible and under strict supervision

Where AI is permitted, it must not be misused in accordance with this statement. Examples of AI misuse include, but are not limited to, the following:

- Copying or paraphrasing sections of AI-generated content so that the work is no longer the pupil's own;
- Copying or paraphrasing whole responses of AI-generated content;
- Using AI to complete parts of the assessment so that the work does not reflect the pupil's own work, analysis, evaluation or calculations;
- Failing to acknowledge use of AI tools when they have been used as a source of information;
- Incomplete or poor acknowledgement of AI tools; or
- Submitting work with intentionally incomplete or misleading references.

Therefore, pupils must ensure that any information cited within schoolwork found using an AI system or software, must be referenced in the same way any other article or quotation would be. The Joint Council for Qualifications have confirmed that pupils must show the name of the AI source used and should show the date the content was generated.

I confirm that I have read, understand, and will comply with the terms of this Acceptable Use Statement relating to the use of AI.

Signed: .....

Dated: .....

Print Name: .....