ST. AUGUSTINE'S
FIRST SCHOOL

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Artificial Intelligence (AI) Policy

1. Introduction

[St. Augustine's First School] is committed to harnessing the transformative capabilities of Artificial Intelligence (AI) to enrich the educational journey of its students. Through AI, we aim to offer personalised learning experiences, streamline administrative processes, and present innovative engagement methods for teachers. Concurrently, we acknowledge the ethical and safety considerations intrinsic to AI's application.[1] This policy seeks to set a robust framework for the ethical, transparent, and responsible use of AI at [St. Augustine's First School], ensuring alignment with our overarching objective: to educate and empower every pupil, enabling them to positively impact the world.

2. Scope and Related Policies & Guidance

This policy extends to all members of the [St. Augustine's First School] community, including staff, students, and visitors, and should be read in conjunction with:

- [St. Augustine's First School] Academic Integrity Policy.
- [St. Augustine's First School] Data Policies.
- [St. Augustine's First School] IT Policy.
- Joint Council for Qualifications – AI Use in Assessments: Protecting the Integrity of Qualifications – 2023.

3. Application of AI in Learning, Teaching & Assessment

3.1 Students

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[1] Teacher Development Trust, *Understanding AI For School: Tips For School Leaders*, September 2023

While students are encouraged to utilise AI to bolster their learning, they must strictly adhere to guidelines set out in [St. Augustine's First School] Academic Integrity Policy.

This includes:

- Validating AI-suggested concepts against credible sources.[2]
- Recognising AI's potential limitations, biases, and the risks of misinformation.[3]
- Not presenting AI-generated content as their own original work.[4]
- Appropriate referencing of AI-derived content, acknowledging that it won't be credited on its intrinsic merit.
- Detailed acknowledgment of AI tools utilised, ensuring the retention of evidence of their usage.[5]

3.2 Teaching staff

[St. Augustine's First School]'s teaching staff play a pivotal role in guiding and supervising the ethical use of AI in education.

Responsibilities encompass:

- Taking part in training on the advantages, risks, and ethical use of AI.[6]
- Integrating AI understanding and application within the curriculum.
- Monitoring student submissions for possible AI misuse.[7]
- Ensuring alignment with JCQ guidelines on AI's role in assessments.

3.3 Public Examinations & Non-Examined Assessment (NEA)

AI tools may be utilised during assessments under specific conditions, ensuring the work is a true reflection of a student's independent endeavours. Any misuse of AI, such as plagiarising or producing misleading references, will be treated seriously.

3.4 Academic Integrity

Deviation from the [Academic Integrity Policy]'s principles constitutes Academic Misconduct. Penalties can range from school detentions to potential disqualification from formal examinations.

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[2] Teacher Development Trust, *Understanding AI For School: Tips For School Leaders*, September 2023
[3] Russell Group, *Principles On The Use Of Generative AI Tools In Education*, July 2023
[4] Office of Educational Technology, *Artificial Intelligence and the Future of Teaching and Learning*, May 2023
[5] Office of Educational Technology, *Artificial Intelligence and the Future of Teaching and Learning*, May 2023
[6] Russell Group, Principles On The Use Of Generative AI Tools In Education, July 2023
[7] UNESCO, *AI And Education - Guidance For Policymakers*, 2021

4. Ethical use of Artificial Intelligence

Upholding our commitment to ethical standards, we expect all AI users within [Name of School] to:

- Respect privacy and intellectual property rights.
- Refrain from actions that might result in discrimination or unjust outcomes.[8]
- Adhere to all pertinent laws, regulations, and school policies, particularly concerning data privacy.
- Stay informed about potential AI biases and actively work to mitigate them.[9]
- Abide by stringent data governance norms, ensuring adherence to GDPR and the school's Data Policies.

5. Implementation, Monitoring, and Review

5.1 Vendor Collaboration

[St. Augustine's First School] will collaborate with vendors that meet the highest ethical and technical standards.

5.2 Monitoring and Feedback

Regular monitoring ensures AI systems' alignment with our ethical commitments.[10] Open feedback channels allow the school community to share experiences and concerns.[11]

5.3 Training and Education

Consistent training sessions on AI's ethical, transparent, and safe use will be organised for both staff and students.[12]

6. Review Mechanism

This policy will be revisited every 3 months, ensuring its relevance, efficacy, and alignment with the latest research and best practices.

Reviewed: October 2023

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[8] Russell Group, *Principles On The Use Of Generative AI Tools In Education*, July 2023
[9] UNESCO, *AI And Education - Guidance For Policymakers*, 2021
[10] UNESCO, *AI And Education - Guidance For Policymakers*, 2021
[11] Office of Educational Technology, *Artificial Intelligence and the Future of Teaching and Learning*, May 2023
[12] Russell Group, Principles On The Use Of Generative AI Tools In Education, July 2023

Next review: January 2024