



BEACONSFIELD HIGH SCHOOL

## **USE OF ARTIFICIAL INTELLIGENCE (AI) POLICY**



# Beaconsfield High School

## Special Education Needs (SEN) Policy

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## 1. Aims and scope

Here at Beaconsfield High School we understand the valuable potential that artificial intelligence (AI), including generative AI, holds for schools. For example, it can be used to enhance pedagogical methods, customise learning experiences and progress educational innovation.

We are also aware of the risks posed by AI, including data protection breaches, copyright issues, ethical complications, safeguarding and compliance with wider legal obligations. Therefore, the aim of this policy is to establish guidelines for the ethical, secure and responsible use of AI technologies across our whole school community.

This policy covers the use of AI tools by school staff, trustees and students. This includes generative chatbots such as Co-Pilot, ChatGPT and Google Gemini (please note, this list is not exhaustive).

This policy aims to:

- Support the use of AI to enhance teaching and learning
- Support staff to explore AI solutions to improve efficiency and reduce workload
- Prepare staff, trustees and students for a future in which AI technology will be an integral part
- Promote equity in education by using AI to address learning gaps and provide personalised support
- Ensure that AI technologies are used ethically and responsibly by all staff, trustees and students
- Protect the privacy and personal data of staff, trustees and students in compliance with the UK GDPR

### 1.1. Definitions

This policy refers to both 'open' and 'closed' generative AI tools. These are defined as follows:

- Open generative AI tools are accessible and modifiable by anyone. They may store, share or learn from the information entered into them, including personal or sensitive information
- Closed generative AI tools are generally more secure, as external parties cannot access the data you input

## 2. Legislation

This policy reflects good practice guidelines/recommendations in the following publications:

- [AI regulation white paper](#), published by the Department for Science, Innovation and Technology, and the Office for Artificial Intelligence
- [Generative artificial intelligence \(AI\) and data protection in schools](#), published by the Department for Education (DfE)

This policy also meets the requirements of the:

- UK General Data Protection Regulation (UK GDPR) – the EU GDPR was incorporated into UK legislation, with some amendments, by [The Data Protection, Privacy and Electronic Communications \(Amendments etc\) \(EU Exit\) Regulations 2020](#)
- [Data Protection Act 2018 \(DPA 2018\)](#)

### 3. Regulatory principles

We follow the 5 principles set out in the [AI regulation white paper](#).

Regulatory principle	WE WILL ...
Safety, security and robustness	Ensure that AI solutions are secure and safe for users and protect users' data Ensure we can identify and rectify bias or error Anticipate threats such as hacking
Appropriate transparency and explainability	Be transparent about our use of AI, and make sure we understand the suggestions it makes
Fairness	Only use AI solutions that are ethically appropriate, equitable and free from prejudice – in particular, we will fully consider any bias relating to small groups and protected characteristics before using AI, monitor bias closely and correct problems where appropriate
Accountability and governance	Ensure that the trustee board and staff have clear roles and responsibilities in relation to the monitoring, evaluation, maintenance and use of AI
Contestability and redress	Make sure that staff are empowered to correct and overrule AI suggestions – decisions should be made by the user of AI, not the technology Allow and respond appropriately to concerns and complaints where AI may have caused error resulting in adverse consequences or unfair treatment

### 4. Roles and responsibilities

#### 4.1. Trustee board

The trustee board will:

- Take overall responsibility for monitoring this policy and holding the headteacher to account for its implementation in line with the school's AI strategy
- Ensure the headteacher and key staff are appropriately supported to make informed decisions regarding the effective and ethical use of AI in the school

- Adhere to the guidelines below to protect data when using generative AI tools:
- Use only approved AI tools (see section 5 and appendix 1)
- Seek advice from the Data Protection Officer (DPO), Data and Compliance Manager (DCM) and the designated safeguarding lead, as appropriate
- Check whether they are using an open or closed generative AI tool
- Ensure there is no identifiable information included in what they put into open generative AI tools
- Acknowledge or reference the use of generative AI in their work
- Fact-check results to make sure the information is accurate

#### **4.2. Headteacher**

The headteacher (or relevant designated member of staff) will:

- Liaise with the data protection officer (DPO) and Data and Compliance Manager to ensure that the use of AI is in accordance with data protection legislation
- Liaise with the DSL to ensure that the use of AI is in accordance with Keeping Children Safe in Education and the school's child protection and safeguarding policy
- Ensure that the guidance set out in this policy is followed by all staff
- Review and update this AI policy as appropriate, and at least annually
- Ensure staff are appropriately trained in the effective use and potential risks of AI
- Make sure students are taught about the effective use and potential risks of AI
- Sign off on approved uses of AI, or new AI tools, taking into account advice from the DPO, DCM, and data protection impact assessments

#### **4.3. Data protection officer (DPO)**

The data protection officer (DPO) is responsible for monitoring and advising on our compliance with data protection law, including in relation to the use of AI.

Our DPO is outsourced and is Nicola Cook and is contactable via telephone on 01296 658502 and by email on [nicola@schoolsdp.com](mailto:nicola@schoolsdp.com)

Internally we have a Data and Compliance Manager who will work with the relevant staff to ensure the schools' legal obligations.

#### **4.4. Designated safeguarding lead (DSL)**

The DSL is responsible for monitoring and advising on our compliance with safeguarding requirements including in relation to the use of AI, such as:

- Being aware of new and emerging safeguarding threats posed by AI
- Updating and delivering staff training on AI safeguarding threats
- Responding to safeguarding incidents in line with Keeping Children Safe in Education (KCSIE) and the school's child protection and safeguarding policy
- Understanding the filtering and monitoring systems and processes in place on school devices

The school's DSL is Tom Griffiths and is contactable via [safeguarding@beaconsfieldhigh.school](mailto:safeguarding@beaconsfieldhigh.school)

#### 4.5. All staff

As part of our aim to reduce staff workload while improving outcomes for our students, we encourage staff to explore opportunities to meet these objectives through the use of approved AI tools. Any use of AI must follow the guidelines set out in this policy.

To protect data when using generative AI tools, staff must:

- Use only approved AI tools (see section 5 and appendix 1)
- Seek advice from the DPO/DCM, as appropriate
- Report safeguarding concerns to the DSL in line with our school's child protection and safeguarding policy
- Check whether they are using an open or closed generative AI tool
- Ensure there is no identifiable information included in what they put into open generative AI tools
- Acknowledge or reference the use of generative AI in their work
- Fact-check results to make sure the information is accurate

All staff play a role in ensuring that students understand the potential benefits and risks of using AI in their learning. All of our staff have a responsibility to guide students in critically evaluating AI-generated information and understanding its limitations.

#### 4.6. Students

Students must:

- Follow the guidelines set out in section 7 of this policy ('Use of AI by students')

### 5. Staff and trustees' use of AI

#### 5.1. Approved use of AI

We are committed to helping staff and trustees reduce their workload. Generative AI tools can make certain written tasks quicker and easier to complete, but complete but cannot replace the judgement and knowledge of a human expert.

Whatever tools or resources are used to produce plans, policies or documents, the quality and content of the final document remains the professional responsibility of the person who produced it.

Any plans, policies or documents created using AI should be clearly attributed. Any member of staff or trustee using an AI-generated plan, policy or document should only share the AI-generated content with other members of staff or trustees for use if they are confident of the accuracy of the information, as the content remains the professional responsibility of the person who produced it.

Always consider whether AI is the right tool to use. Just because the school has approved its use doesn't mean it will always be appropriate.

## **5.2. Process for approval**

Staff are welcome to suggest new ways of using AI to improve student outcomes and reduce workload. The school supports the exploration of new tools; however it is essential that we know what is being used in school. A log of AI tool use (not individual usage but tools that staff are making use of) is available in the AI folder in Staff Home. The school's core AI package is Co-Pilot. The school owns the data within this package therefore is more secure and compliant than ChatGPT or other packages not purchased under the school.

Staff should contact the headteacher/designated member of staff to discuss any ideas they may have with regards to using AI, so the headteacher/designated member of staff can take the suggestions forward if they deem it to be a satisfactory new method of working.

The headteacher/designated member of staff is responsible for signing off on approved uses of AI, or new AI tools, taking into account advice from the DPO, DCM and data protection impact assessments.

## **5.3. Data protection and privacy**

To ensure that personal and sensitive data remains secure, no one will be permitted to enter such data into unauthorised generative AI tools or chatbots.

If personal and/or sensitive data is entered into an unauthorised generative AI tool, Beaconsfield High School will treat this as a data breach and will follow the personal data breach procedure outlined in our data protection policy. Please also refer to section 10 of this policy.

## **5.4. Intellectual property**

Most generative AI tools use inputs submitted by users to train and refine their models. Students own the intellectual property (IP) rights to original content they create. This is likely to include anything that shows working out or is beyond multiple choice questions. Students' work must not be used by staff to train generative AI models without appropriate consent or exemption to copyright.

Exemptions to copyright are limited – we will seek legal advice if we are unsure as to whether we are acting within the law.

## **5.5. Bias**

We are aware that AI tools can perpetuate existing biases, particularly towards protected characteristics including sex, race and disability. For this reason, critical thought must be applied to all outputs of authorised AI applications. This means fact and sense-checking the output.

We will ensure we can identify and rectify bias or error by training staff in this area. We also regularly review our use of AI to identify and correct any biases that may arise.

If parents/carers or students have any concerns or complaints about potential unfair treatment or other negative outcomes as a consequence of AI use, these will be dealt with through our usual complaints procedure.

#### **5.6. Raising concerns**

We encourage staff and trustees to speak to the headteacher/designated member of staff in the first instance if they have any concerns about a proposed use of AI, or the use of AI that may have resulted in errors that lead to adverse consequences or unfair treatment. Safeguarding concerns arising from the use of generative AI must be reported immediately to the DSL in accordance with our school's child protection and safeguarding policy.

#### **5.7. Ethical and responsible use**

We will always:

- Use generative AI tools ethically and responsibly
- Remember the principles set out in our school's equality policy when using generative AI tools
- Consider whether the tool has real-time internet access, or access to information up to a certain point in time, as this may impact the accuracy of the output
- Fact and sense-check the output before relying on it

Staff and trustees must not:

- Generate content to impersonate, bully or harass another person
- Generate explicit or offensive content
- Input offensive, discriminatory or inappropriate content as a prompt

### **6. Educating students about AI**

Here at Beaconsfield High School we acknowledge that students benefit from a knowledge-rich curriculum that allows them to become well-informed users of technology and understand its impact on society. Strong foundational knowledge will ensure that students develop the right skills to make the best use of generative AI.

Students are taught in a range of ways for example through the PSHE curriculum about the potential benefits of using AI tools to aid their learning, while also covering subjects such as (non-exhaustive list):

- Creating and using digital content safely and responsibly
- The limitations, reliability and potential bias of generative AI
- How information on the internet is organised and ranked
- Online safety to protect against harmful or misleading content

### **7. Use of AI by students**

We recognise that AI has many uses to help students learn.

Students may use AI tools (non-exhaustive list):

- As a research tool to help them find out about new topics and ideas

- When specifically studying and discussing AI in schoolwork, for example in IT lessons or art homework about AI-generated images
- When directed to use AI by a staff member for example in PSHE lessons

All AI-generated content must be properly attributed and appropriate for the students' age and educational needs.

AI may also lend itself to cheating and plagiarism. To mitigate this, students may not use AI tools (non-exhaustive list):

- During assessments, including internal and external assessments, and coursework
- To write their homework or class assignments, where AI-generated text is presented as their own work
- To complete their homework, where AI is used to answer questions set and is presented as their own work (for example, maths calculations)

This list of AI misuse is not exhaustive.

Where AI tools have been used as a source of information, students should reference their use of AI. The reference must show the name of the AI source and the date the content was generated.

We consider any unattributed use of AI-generated text or imagery to be plagiarism and will follow our plagiarism procedures as set out in the Behaviour for Learning Policy and Exams Policy.

Students must consider what is ethical and appropriate in their use of AI and must not:

- Generate content to impersonate, bully or harass another person
- Generate or share explicit or offensive content, including, but not limited to, generating inappropriate or sexualised images of students
- Input offensive, discriminatory or inappropriate content as a prompt for example into an AI chatbot

## **8. Formal assessments**

We will continue to take reasonable steps where applicable to prevent malpractice involving the use of generative AI in assessments. See our exams / assessment policy for more details.

We will follow the latest guidance published by the Joint Council for Qualifications (JCQ) on [AI use in assessments](#).

## **9. Staff training**

Beaconsfield High School is committed to ensuring that all staff develop a secure understanding of artificial intelligence (AI), its educational applications, and the associated opportunities and risks. Our approach focuses on both the safe and effective use of AI and the continuous professional development (CPD) of staff as this field evolves.

All staff will complete comprehensive training in the *Safe Use of AI in Education* modules compiled by the Department for Education (DfE), comprising approximately five hours of structured learning across four modules. This training ensures a consistent baseline understanding of how AI can be used responsibly to enhance teaching, learning, and school operations while maintaining robust safeguarding standards.

AI awareness and safe practice will also be embedded into our annual safeguarding and online safety training, ensuring that staff remain alert to the potential ethical, data protection, and wellbeing implications of AI use.

The Deputy Headteachers are responsible for overseeing the CPD and safeguarding training schedule, including the integration of AI-related content. They will ensure that staff have access to regular updates, further CPD opportunities, and emerging best practice in AI through professional networks, DfE updates, and relevant educational bodies.

To promote continuous improvement, good practice and new learning related to AI will be shared through staff briefings, CPD sessions, and departmental meetings, enabling all staff to develop confidence and competence in using AI tools safely, ethically, and effectively in their roles.

## **10. Referral to our child protection and safeguarding policy**

The school is aware that the use of generative AI may in some circumstances lead to safeguarding concerns including, but not limited to:

- Sexual grooming
- Sexual harassment
- Sexual extortion
- Child sexual abuse/exploitation material
- Harmful content
- Harmful advertisements and promotions
- Bullying

Where there are safeguarding concerns arising from the use of generative AI, a report must be made to the DSL immediately.

Any such incident will be dealt with according to the procedures set out in the school's child protection and safeguarding policy and child protection referral process.

## **11. Breach of this policy**

### **11.1. By staff**

Breach of this policy by staff will be dealt with in line with our staff code of conduct. is appropriate, it may be taken whether the breach occurs:

- During or outside of working hours
- On an individual's own device or a school device

- At home, at school or from a remote working location

Staff members will be required to co-operate with any investigation into a suspected breach of this policy. This may involve providing us with access to:

- The generative AI application in question
- Any relevant passwords or login details

You must report any breach of this policy, either by you or by another member of staff, to the headteacher/designated member of staff immediately.

#### **11.2. By trustees**

Trustees found in breach of this policy will be dealt with in line with the trustee code of conduct.

#### **11.3. By students**

Any breach of this policy by a pupil will be dealt with in line with our behaviour policy.

### **12. Monitoring and transparency**

AI technology, and the benefits, risks and harms related to it, evolves and changes rapidly. Consequently, this policy is a live document that must be kept updated by the Beaconsfield High Digital Strategy Team whenever there is a significant change to either AI use by the school or the associated risks of AI usage.

This policy will also be regularly reviewed and updated to align with emerging best practices, technological advancements and changes in regulations.

The policy will be shared with the full trustee board at least annually.

All teaching staff are expected to read and follow this policy. The headteacher/designated staff member responsible for ensuring that the policy is followed.

The Digital Steering Team will monitor the effectiveness of AI usage across the school. We will ensure we keep members of the school community up to date on the use of AI technologies for educational purposes. As part of our regular surveys, feedback from students, parents/carers and staff will be considered in the ongoing evaluation and development of AI use in school.

### **13. Links with other policies**

This AI policy is linked to our:

- Data protection policy
- Safeguarding/child protection policy
- Assessment policy
- Exams policy
- Homework policy
- Behaviour policy

- Staff code of conduct
- Marking and feedback policy
- ICT acceptable use policy
- Online safety policy
- Equality policy

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