ARTIFICIAL INTELLIGENCE USAGE POLICY

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To be read in conjunction with the Trust ICT Acceptable Use policy (Students/Adults); Code of Conduct (Parent&Carer/Contractors & Volunteers) and Examinations policy.

1   Introduction

The Trust will use Artificial Intelligence (AI) to enhance education, support students and staff, and create inclusive learning environments. The Trust recognises that AI is a fast-moving technology and that it should look to update the policy as needed.

This policy offers overall guidance for the use of AI in the Trust, but recognises that there may be a specific need for areas to include an AI section within their policies. Departments should consult with their senior leadership representative and the Head of IT when including the use of AI within their policies & procedures. Code of conduct when using AI in assessments should follow the regulatory exam board guidance on AI in assessments.

2   The principles

- AI accuracy and bias: The Trust will be mindful about identifying biases and inaccuracies that derive from the data AI has generated.
- AI limitations: While recognising and utilising the power of AI for educational benefits, the Trust will also acknowledge its limitations.
- Equity and inclusivity: The Trust will consider using AI to broaden our communities, bridge the digital divide which is pertinent in the South West, and create a supportive and inclusive culture.
- Mental Health: The Trust will be mindful of the potential of AI to impact both positively and negatively on mental health and will teach pupils to use it supportively and responsibly.
- Student Empowerment: AI should encourage active engagement, independent thinking, and the development of skills for life.
- Creative Collaboration: The Trust should embrace AI's opportunities to work together in a creative way and allow AI to help ideas grow.
- Safeguarding: The Trust should ensure the use of AI does not conflict with guidelines set out in the Trusts safeguarding policies and procedures.

3 Use of AI for Students

This policy covers any generative AI tool, whether stand-alone products or integrated into applications such as Google. This policy relates to all content creation including text, artwork, graphics, video and audio. The Trust recognises the influence AI will have on student creativity and does not look to diminish that, but there should be a framework that defines its use. The points below set out how students can use AI safely and in a positive manner.

- Students should seek clarification from teaching staff before using AI for any assignment, coursework or homework.
- Staff can instruct students not to use AI for any elements of their study as appropriate.
- With permission, students may use AI programs to help generate ideas and content. The material generated by these programs may be inaccurate or incomplete and should therefore be checked and verified against reputable source materials.
- Students must indicate which content was created by AI and may not submit any work generated by an AI program as their own work.
- The submission of AI-generated answers may constitute plagiarism. Teachers' judgements on whether AI has been misused are the main source of AI detection.
- AI detection tools are unreliable and will not be depended upon.
- AI may not be used in ways that would contravene the Trust's IT acceptable use policy or related E-Safety legislation.
- Inappropriate use of AI technology could lead to disciplinary procedures using the Trust disciplinary framework.

4 Examinations and AI

The Trust will abide by the guidelines set out by the examination boards on the use of AI. The Trust's exam departments are aware of these guidelines and pass those onto staff and students where needed.

5 Use of AI for Staff

The Trust recognises the benefits to staff regarding the use of AI in their roles and encourages the pursuit of the creative opportunities it presents. AI will become a crucial aspect in the delivery of teaching and related services within the education sector.

- Teaching staff may use AI to help generate content for the delivery of their lessons, but factual materials should be checked and verified against a reputable source.
- Staff may research the use of AI tools to enhance their job role and look for creative and efficient methods that would benefit the Trust and its students.
- Support staff may use AI in general to assist in their roles, but individual support areas may need to evaluate its use in specific tasks. This should be set out and evaluated with the Head of the department.
- Staff may use AI tools to help with performing daily tasks, but the method should be agreed with your line manager and results checked for accuracy.
- Staff must indicate where content has been created with the support of AI, and documentation produced must be tagged appropriately to ensure transparency.
- AI may not be used in ways that would contravene the Trusts IT acceptable use policy or related E-Safety legislation.
- Inappropriate use of AI technology could lead to disciplinary procedures using the Trust disciplinary framework.