Ascend Learning Trust

Artificial Intelligence Policy

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| Policy Level:  | Tier 1  |
| Approved by:  | Full Trust Board |
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# Version Control

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| Version | Details | Author | Date |
| 1.0  | Policy formation | Kyle Gaskin | 1st September 2024 |
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# Related Policies

* Ascend Cyber Security Policy
* Ascend Data Protection Policy
* Ascend Online Safety Policy
* Ascend ICT & AUP Policy
* Ascend Privacy Notice

# Introduction

This Ascend Learning Trust Policy applies to Ascend Learning Trust as a whole and to all the schools in the Trust.

It is the responsibility of the Governing Body and Headteacher of each school, and the Board of Trustees and CEO for Trust Shared Services, to ensure that everyone adheres to this policy. In implementing the policy and associated procedures the Governing Body, Headteacher and Trust staff must take account of any advice given to them by the ALT Trust IT Lead, the ALT CEO and/or Board of Trustees.

This Policy is subject to the Scheme of Delegation approved for Ascend Learning Trust. If there is any ambiguity or conflict then the Scheme of Delegation and any specific Scheme or alteration or restriction to the Scheme approved by the Board of Trustees, takes precedence.

If there is any question or doubt about the interpretation or implementation of this Policy, the ALT Trust Data Protection Lead should be consulted.

# Relevant Legislation and Guidance

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. This procedure applies to the Ascend Learning Trust as a whole and to all the schools in the Trust and the Trust Shared Service.

For the purposes of data protection legislation, the Ascend Learning Trust is the Data Controller, and can be contacted by writing to Ascend Learning Trust, The Hive, Clarendon Drive, Royal Wootton Bassett, SN4 8BT.

The Ascend Learning Trust Data Protection Officer is:

**Data Protection Education**
**Email:** dpo@dataprotection.education

# Policy Statement

The use of AI is transforming the way individuals are working. Informed and responsible use of AI has the potential to increase efficiency, school educational outcomes and improve decision making.

With these benefits come potential risks, including data protection breaches, the protection of confidential information, ethical considerations, and compliance with wider legal obligations.

We permit the informed and responsible use of authorised AI applications by staff, in carrying out specific and authorised tasks. This policy must be complied with when using AI to carry out such tasks.

The purpose of this policy is to set out our rules on the use of AI in the workplace and how it should be adopted by staff to ensure we maximise the benefits of AI while minimising any risks or concerns.

Where personal data is used with AI applications, a data protection impact assessment (‘DPIA’) must be carried out or updated to ensure transparency in how AI will be used and what mitigating steps have been taken to reduce any potential risk of harm to students, staff and any other data subjects whose data might be shared with the authorised systems.

# Pupil Usage of AI

As part of this procedure, staff should be aware of how the school permits limited pupil usage of AI applications in accordance with the AI policy. It is important to monitor pupil usage whilst in class and for homework to ensure compliance with this policy or how to monitor when reviewing homework.

Reference to AI is included in the Acceptable Use Statement to ensure appropriate usage of AI and pupils should be reminded of the permitted usage along with an outline of what classes as AI misuse.

Ascend schools may permit pupil usage of AI in the following circumstances:

* As a research tool
* Idea generation for projects
* Revision aids
* Development of critical thinking skills

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 an assessment or homework 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
	+ Submitting work with intentionally incomplete or misleading references

Before encouraging pupils to access the authorised AI tools, staff should ensure pupils have been taught how to use the software, including online safety, how to raise any concerns and how to ensure that the information generated is reliable and trustworthy.

# Authorised AI Applications

Ascend Learning Trust schools may allow access to the following AI applications for business purposes:

* Chat GPT
* Microsoft Copilot
* Google Gemini
* TeachMateAI

The listed AI applications may be updated at any time. Should a school wish to use another AI application not listed, they must contact their data protection lead and IT support lead to review security and data concerns and obtain permission to do so.

# Assessments

To support the Joint Council of Qualifications (JCQ) guidance on the use of AI, any member of staff must investigate any concerns with regard to students’ external assessment (non-examination assessments) components and must not accept work which is not the candidate’s own.

Staff must teach examination candidates about the risks of using AI, how to acknowledge its use and what constitutes malpractice.

# Authorised Usage of AI for Staff

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

* Drafting internal guidance, training and presentations
* Lesson planning
* Conducting research
* Developing code
* Providing summaries
* Idea generation
* Report writing (no identifiable pupil data to be used)
* Prompt discussions with pupils to help develop their critical thinking skills
* Identifying patterns of data
* Enhance the provision of education
* Provide pupils with more personalised and adaptive learning experiences
* Translation

All other purposes must be authorised in advance by the Headteacher.

All information and the quality of any resources produced by AI must be checked thoroughly and it is the staff members’ professional responsibility to do so prior to using in a live environment, such as a classroom. These resources should be considered a starting point, rather than a finalised version.

Staff are encouraged to share their experience and feedback on the tools, both within school and across Ascend Learning Trust to ensure that processes continue to be refined.

# Monitoring

We reserve the right to monitor all content on any AI applications used for business purposes. This will only be carried out by the Trust to comply with a legal obligation or for our legitimate business purposes, in order to:

* prevent misuse of the content and protect confidential information (and the confidential information of our students, staff or other stakeholders)
* ensure compliance with our rules, standards of conduct and policies in force
* monitor performance at work
* ensure that staff do not use AI for any unlawful purposes or activities
* comply with legislation for the protection of intellectual property rights
* safeguard our students, staff and other stakeholders