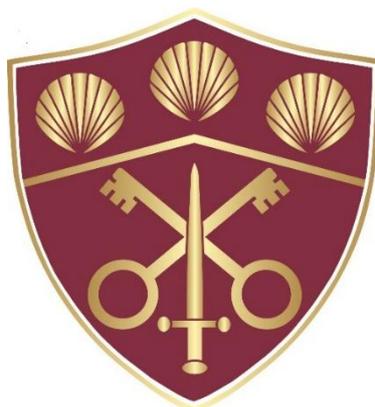


Ad Gloriam Dei et Servitium Omnium

GENERATIVE ARTIFICIAL INTELLIGENCE (AI) POLICY

The Palmer Catholic Academy

MISSION STATEMENT



Ad Gloriam Dei et Servitium Omnium

The Academy's Mission promotes the academic and personal development of each member of its community, both students and staff alike.

We serve Christ in each other to the Glory of God and Service of all.



Policy Type	Operational / Safeguarding-linked
Applies to	All staff, students, governors, volunteers and contractors
Date adopted	March 2026
Review date	March 2027
Signature of Headteacher	
Signature of Chair of Governors	
Designated Safeguarding Lead (DSL)	Mrs C Mayer
Data Protection Officer (DPO)	Mrs A Miah

1. Mission Statement and Catholic Ethos

The Palmer Catholic Academy is committed to safeguarding and promoting the welfare of children and young people, recognising the dignity of each individual as created in the image of God.

The academy acknowledges that emerging technologies, including generative artificial intelligence (AI), may offer opportunities to enhance education and staff practice. However, **the safety, wellbeing and protection of children remain paramount**. Any use of AI must reflect the academy's Catholic ethos, uphold truth and integrity, and comply fully with statutory safeguarding duties.

2. Purpose of the Policy

The purpose of this policy is to:

- Provide clear guidance on the safe and responsible use of generative AI
- Ensure compliance with *Keeping Children Safe in Education (KCSIE)*
- Protect students, staff and the academy from safeguarding, data protection and reputational risks
- Support educational integrity and professional judgement
- Ensure AI use aligns with existing safeguarding, online safety and behaviour expectations
- Ensure compliance with **UK GDPR**, the **Data Protection Act 2018**, and **Joint Council for Qualifications (JCQ)** regulations relating to assessment integrity

3. Definition of Generative Artificial Intelligence

Generative artificial intelligence refers to systems that generate new content, such as text, images, audio or video, in response to user prompts.

Such systems:

- Do not understand context or truth
- May produce inaccurate, biased or harmful content
- Cannot replace professional judgement, safeguarding responsibility or human oversight

4. Scope of the Policy

This policy applies to:

- All staff use of AI for school-related purposes
- All student use of AI where explicitly permitted
- AI accessed on school devices or personal devices used for school work
- AI functionality embedded within educational software and platforms

5. Safeguarding and Child Protection (KCSIE)

In line with *Keeping Children Safe in Education*, the academy recognises that AI use forms part of online activity and may present safeguarding risks, including:

- Exposure to harmful or age-inappropriate content
- Grooming, manipulation or exploitation
- Bullying, harassment or impersonation
- Disclosure of personal or safeguarding information
- Encouragement of harmful behaviours

Accordingly:

- **Safeguarding considerations take precedence over all other factors**
- AI use is covered by the academy's filtering and monitoring arrangements
- Any safeguarding concern linked to AI use must be reported immediately to the DSL
- AI must never be used to manage, analyse or record safeguarding concerns

6. Educational Opportunities Presented by Artificial Intelligence

The academy recognises that, when used appropriately and safely, generative AI may offer opportunities to enhance education and staff practice.

In line with Department for Education guidance, AI may support the academy by:

- Reducing unnecessary staff workload (e.g. drafting resources or initial planning)
- Supporting high-quality teaching through idea generation and adaptive teaching strategies
- Assisting accessibility and inclusion (e.g. simplifying language or supporting EAL, SEND students, where approved)
- Supporting the development of student digital literacy, critical thinking and ethical awareness
- Preparing students for a future in which AI literacy will be increasingly important

Any educational benefit must be **carefully balanced against safeguarding, data protection and ethical considerations**. AI will never replace professional judgement, high-quality teaching or human relationships.

7. Principles Governing AI Use

All use of generative AI at the academy must adhere to the following principles:

- a) Safeguarding is paramount
- b) Human oversight is essential
- c) Personal data must not be entered into AI tools
- d) AI use must be transparent and honest
- e) Educational integrity must be preserved
- f) Equity and inclusion must be upheld

8. Staff Use of Generative AI

8.1 Permitted Staff Use

Generative AI may be used by staff, where appropriate and approved, as a **supportive tool** to enhance professional practice, reduce workload and improve educational outcomes, provided safeguarding and data protection requirements are fully met.

Staff may use approved AI tools to:

- Support lesson planning and resource development
- Generate ideas, examples or scaffolding
- Assist with adaptive teaching strategies
- Draft generic communications (subject to review)
- Support workload reduction where no personal data is involved

Staff remain fully accountable for all AI-assisted outputs.

8.2 Prohibited Staff Use

Staff must not:

- Enter student, parent or staff personal data into AI tools
- Upload student work or assessments into AI systems
- Use AI to make decisions about students (e.g. behaviour, attainment, SEND or safeguarding)
- Generate reports, references or safeguarding records using AI
- Use unapproved AI tools with students
- Use AI to impersonate others or create misleading communications

9. Student Use of Generative AI

9.1 Default Position

Student use of generative AI is **restricted** and only permitted where:

- Explicitly authorised by a member of staff
- Used for a clearly defined educational purpose
- Appropriately supervised
- Conducted using school-approved tools

Where carefully supervised and purposefully designed, AI use may support students in developing digital literacy, ethical awareness and critical evaluation skills.

9.2 Expectations for Students

Where AI use is permitted, students must:

- Never enter personal information
- Understand that AI outputs may be inaccurate or biased
- Declare AI use when required
- Be able to explain and evidence their own learning

Full expectations are set out in **Appendix A – Student Acceptable Use of AI**.

10. Teaching, Learning and Assessment Integrity (JCQ)

The academy recognises that generative AI has implications for homework, coursework and formal assessment.

In line with **Joint Council for Qualifications (JCQ)** guidance:

- Students must not use AI tools in examinations or controlled assessments where prohibited
- AI-generated content must not be submitted as a student's own work unless explicitly permitted
- Failure to declare unauthorised AI use may constitute **malpractice or maladministration**

The academy will ensure that:

- Departments clearly define where AI use is allowed, restricted or prohibited
- Students understand expectations around honesty, attribution and academic integrity
- Assessment design prioritises:

- In-class and supervised work
- Oral explanation and process evidence
- Authentic demonstration of student understanding

Any suspected misuse of AI will be investigated in line with **JCQ procedures** and the Behaviour and Discipline Policy.

11. Data Protection and Privacy (UK GDPR)

The academy is committed to protecting personal data in accordance with **UK GDPR** and the **Data Protection Act 2018**.

- Generative AI tools should be treated as unsuitable for personal data
- Personal or special category data must not be entered into AI tools
- AI tools must not be used to process safeguarding, SEND, medical or behavioural information

Any exceptional use involving personal data requires:

- Prior consultation with the Data Protection Officer
- Completion of a Data Protection Impact Assessment (DPIA)
- Explicit approval from the Headteacher

12. Filtering, Monitoring and IT Systems

The academy will ensure that:

- AI access is considered within filtering systems
- Monitoring supports safeguarding oversight
- AI use is reviewed regularly by IT and safeguarding leads
- Staff and students understand that online activity may be monitored

13. Intellectual Property and Copyright

- Original work must not be used to train AI models
- AI-generated content must not infringe copyright
- Care must be taken before publishing AI-generated material externally

14. Training and Awareness

The academy will provide:

- Staff training on the **opportunities and risks** of generative AI
- Guidance on safe, ethical and lawful AI use
- Support for staff exploring appropriate workload-reducing uses
- Age-appropriate student education on AI literacy, integrity and online safety

15. Reporting Concerns and Incidents

Concerns relating to AI use must be reported immediately to:

- **Safeguarding concerns:** Designated Safeguarding Lead
- **Data protection issues:** Data Protection Officer
- **Technical or security issues:** IT Lead

16. Monitoring and Review

This policy will be reviewed:

- Annually
- Following changes to statutory guidance
- After any significant AI-related incident

17. Related Policies

This policy should be read in conjunction with:

- Safeguarding and Child Protection Policy
- Online Safety Policy
- Behaviour and Discipline Policy
- Remote Learning Policy
- Data Protection Policy (UK GDPR)
- Acceptable Use of ICT Policy
- JCQ Instructions for Conducting Examinations

APPENDIX A – STUDENT ACCEPTABLE USE OF ARTIFICIAL INTELLIGENCE (AI)

1. Purpose of this Appendix

This appendix sets out the expectations for student use of artificial intelligence (AI) at The Palmer Catholic Academy. It aims to ensure that AI is used safely, responsibly, honestly and in a way that supports learning, while protecting students from harm.

Safeguarding is always the academy's highest priority.

2. What is Artificial Intelligence (AI)?

Artificial Intelligence (AI) refers to computer systems that can generate text, images, answers or other content in response to prompts.

AI tools:

- Can make mistakes
- Can produce biased or misleading information
- Are not people and cannot think or judge like humans

AI should be treated as a tool to support learning, not a replacement for independent thinking.

3. When students may use AI

Students may only use AI when a teacher has clearly said it is allowed and explained how it should be used.

Where permitted, AI may be used to:

- Help generate ideas or plan work
- Support understanding of a topic
- Improve spelling, grammar or clarity
- Support accessibility or learning needs (with staff approval)

AI use must always have a clear educational purpose and be appropriately supervised.

4. What students must NOT do

Students must never:

- Enter personal information into AI tools
- Use AI to complete work that is meant to be their own unaided work
- Submit AI-generated work as their own without permission
- Use AI during tests, exams or controlled assessments unless explicitly allowed
- Use AI to bully, harass, impersonate or mislead others
- Use AI to access or create harmful or inappropriate content
- Attempt to bypass school filters or safeguards
- Use AI tools that have not been approved by the academy

5. Honesty and academic integrity

If AI use is allowed, students may be asked to declare how AI was used, explain their work in their own words, or show planning and drafts.

Using AI dishonestly may be treated as academic misconduct and managed in line with the Behaviour and Discipline Policy and JCQ guidance.

6. Safeguarding and online safety

Students must understand that AI tools cannot keep secrets and may give unsafe or incorrect advice.

AI must never be used to discuss personal worries or safeguarding concerns.

If an AI tool produces something worrying or upsetting, students must tell a trusted adult immediately.

7. Behaviour and consequences

Misuse of AI may result in work being redone, behaviour sanctions, loss of access to IT systems, or further safeguarding action where appropriate.

8. Student responsibility

By using school systems and devices, students agree to follow this guidance, act honestly and responsibly, and help keep themselves and others safe.