The Olympus Academy Trust
AI Policy

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Amendment History

Version	Amendment Date	Author	Amendment Summary
1.0	28th May 2024	Trust Data Protection Lead	New policy created. Checked by Ex-ELT and Director of IT Approved by ARC on 28th June 2024 and Board of Trustees on 10th July 2024

1. **Introduction**

1.1. At Olympus Academy Trust, we recognise the potential for Artificial Intelligence (AI), particularly Generative AI (e.g. ChatGPT), to transform how our Trust is managed and how our learners learn. This policy outlines our approach to integrating AI responsibly into how we run our Trust and how we deliver learning, enabling everyone to benefit from new technologies, educating them about safe, responsible and ethical AI use.

1.2. We recognise the guidance set out in the Department for Education's Statement on Generative Artificial Intelligence in Education. This policy has been informed by that guidance.

1.3. All users of generative AI will comply with relevant laws, regulations, policies and guidelines governing Keeping Children Safe in Education, intellectual property, copyright, data protection and other relevant areas. We will prioritise the safeguarding of our learners and their online safety and will not knowingly use any AI technology that puts them at greater risk. Staff will not provide intellectual property, including learners' work, to be used to train Generative AI models without appropriate consents or exemptions in place.

2. Core principles

2.1. When we invest in, implement and use AI in our schools we follow these key principles:

- **Equity and inclusion:** We commit to deploying AI technologies in a way that is equitable and promotes inclusion, addressing biases and ensuring fair access to educational opportunities for all learners.
- **Transparency:** We prioritise transparency in AI usage, ensuring that learners, families, and staff understand how and where it is used and the effects on teaching and learning.
- **Privacy:** We apply strict data protection standards, including safeguarding learner and staff data used in AI applications. Our full data protection policy can be found here.
- **Accountability:** We hold ourselves accountable for the ethical design, development, and implementation of AI systems, regularly reviewing their impact and efficacy. We will set up a working party with representatives from all of our schools and central team led by a member of the Trust Executive Leadership Team to oversee this work.
- **Educational value:** We consider how AI applications align with the curriculum scope and objectives and serve to improve teaching and learning experiences and outcomes for learners.

2.2. We use AI as an administrative and educational tool, and actively develop staff and learners' AI literacy and skills. We use AI to help teachers manage their workload rather than add to it, and to improve and streamline school operations to maximise time and resource available for teaching and learning.

3. Guidelines for staff

3.1. Staff must not share personal or private information with AI tools without permission from their Headteacher (for Central Team staff, you should speak to a member of the Trust Executive Leadership Team).

3.2. Staff are permitted to explore and use AI-based tools and technologies to support their work where no proprietary or personal information is shared with the AI tool. Examples may include use of licensed AI tools for lesson planning, production of curriculum materials, and administration. Staff must be transparent with their manager about their use of generative AI. Before using any new systems, staff must check with their Headteacher (for Central Team staff, you should speak to a member of the Trust Executive Leadership Team). Please ensure that the Trust Data Protection Lead is involved (see point 3.4).

3.3. The IT Team will oversee permissions of any software to ensure that we manage the risk of sensitive, personal or proprietary information being shared to third parties.

3.4. Staff must ensure that any potential new use of AI tools is assessed to consider if a Data Protection Impact Assessment is required. *Please see Appendix 1 – Screening Questions.*

3.5. AI tools will be used responsibly, ensuring they complement expertise but do not create a substitute for professional judgement. Staff remain professionally responsible and accountable for the quality and content of any output they have generated using AI.

- **Understanding Generative AI:** Staff receive training on the capabilities and limitations of Generative AI tools like ChatGPT and Google Gemini, including an awareness of bias, accuracy and currency. They learn to quality-assure and fact-check the results and use AI-generated content responsibly in their teaching materials.
- **Professional judgement:** Staff exercise professional judgement in checking AI-generated content for accuracy, relevance, and appropriateness before use in educational settings. They are expected to provide context, and supplement AI-generated materials with their expertise.
- **Personalisation and learning:** Staff must promote equity in education by considering use of AI to address learning gaps and provide personalised support, preparing all learners for a future in which AI technology will be an integral part, being mindful of disparities in opportunities for different learners.
- **Data protection and Intellectual Property:** Staff are trained to protect personal and sensitive data, ensuring compliance with data protection legislation and other school policies, recognising the risks posed by AI. Staff also need to respect learners' intellectual property rights, ensuring that original work (including homework) is not used to train AI models without appropriate consent or exemption to copyright.

3.6. Teaching staff will emphasise to learners the importance of critical thinking, creativity, and originality in their work. Clear guidelines and expectations will be communicated to learners regarding the appropriate use of generative AI tools for homework and during assessments, ensuring that their work reflects their own efforts and understanding.

3.7. All staff, including school leaders, are responsible for reading and understanding this policy before using any AI technology. Staff must report any suspected breaches of this policy to the Trust Data Protection Lead (GDPR@olympustrust.co.uk)

4. Guidelines for Learners

4.1. Learners must be clear and transparent where work has been generated with the help of AI.

- **Understanding Generative AI:** Learners are educated on the capabilities and limitations of the most widely available, age-appropriate, Generative AI tools, empowering them to

critically evaluate AI-generated content. They learn to discern between reliable and unreliable information and use AI tools responsibly.

- **Responsible use:** Learners are encouraged to use AI tools as aids to supplement their understanding rather than relying on AI-generated content. They are taught to quality-assure and fact-check information and get help from teachers and support staff when needed. Learners are taught not to enter personal details or sensitive information into Generative AI tools.
- **Digital citizenship:** Learners are trained in digital citizenship and online safety, including understanding the implications of sharing personal data and intellectual property online. They learn to protect their privacy and respect the intellectual property rights of others in digital environments.

5. **Risk management**

5.1. **Bias and discrimination:** We are committed to fairness and equality; we will reduce the risk of unfair outcomes by upskilling our staff to understand the potential for bias in AI-generated content and to monitor AI outputs to ensure fairness and equality.

5.2. **Data security:** Cybersecurity measures are implemented to prevent data breaches and unauthorised access to sensitive information, including AI-generated content. Staff should refer to the following policies:

5.2.1. Online Safety Policy

5.2.2. Privacy Notice – Learners – Use of their own data

5.2.3. Privacy Notice – Parents – Use of their child's data

5.2.4. Privacy Notice – Parents – Use of their own data

5.2.5. Employee Privacy Notice

5.3. **Educational integrity:** Measures are taken to prevent misuse of AI in assessments and safeguard the integrity of qualifications. For further details see point 11.2.

5.3.1. **Online safety:** Guidance is provided to protect against harmful or inappropriate content online, including content generated by AI. Please refer to the Online Safety Policy

6. **Future skills development**

6.1. **Knowledge-rich curriculum:** Learners are equipped with foundational knowledge and critical thinking skills to effectively use emerging technologies like Generative AI.

7. Feedback, evaluation and continuous improvement

7.1. We will gather feedback from learners, families, staff and other stakeholders, and engage in ongoing research to refine our use of generative AI, address concerns, and adapt to evolving educational needs.

8. **AI governance**

8.1. Key staff at Olympus Academy Trust who are responsible for this policy's content and implementation:

- A member of the Trust Executive Leadership Team is the lead for use of generative AI technology. They monitor compliance and work with the wider school community to

communicate, promote and regulate AI use, including providing or arranging training where needed.

- Our Data Protection Officer is responsible for advising the Trust about our data protection obligations in relation to AI use.
- Our Director of IT provides technical support and guidance on the use of AI.
- The Audit and Risk Committee will be responsible for the Governance of AI and hold the school/Trust to account for adopting this policy and adhering to it.
- The Working Group will regularly review the impact and efficacy of the use of AI.

9. Conclusion

9.1. At Olympus Academy Trust, we are committed to harnessing AI technologies responsibly where they can improve teaching and learning outcomes. By applying ethical principles, promoting transparency, and implementing measures to safeguard learners, we aim to use AI effectively for the benefit of our school community.

9.2. This policy will be reviewed on a yearly basis or when there are relevant changes to statutory guidance, whichever happens soonest.

10. Breach of policy

10.1. We implement a strict policy with regards to the way in which output from Generative AI tools are used in the workplace and the type of information that is input into them.

10.2. Any breach of this policy, including any inadvertent disclosure of confidential information or personal data, will be treated as a disciplinary offence.

11. Other guidance

11.1. The Department for Education (DfE) statement on Generative Intelligence (AI) in education (October 2023): Generative artificial intelligence (AI) in education - GOV.UK (www.gov.uk)

11.2. Updated advice from the Joint Council for Qualifications (JCQ) (February 2024): AI Use in Assessments: Protecting the Integrity of Qualifications - JCQ Joint Council for Qualifications and Updating the JCQ guidance on AI Use in Assessments - JCQ Joint Council for Qualifications

11.3. Guidance from the Information Commissioner's Office (ICO) (March 2023): Guidance on AI and data protection | ICO

11.4. Further reading is available from the Teacher Development Trust at AI ebook UK final (tdtrust.org)

12. Links to other policies

- Data Protection Policy
- Privacy Notices
- Online Safety Policy