



Inspire Education Trust

Together we achieve, individually we grow

Artificial Intelligence (AI) Policy - Trust

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Document History

Version	Status		Date	Author	Summary Changes
V1			March 2025	R Mushing & Debbie Kershaw	New Policy

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1 Purpose

This Artificial Intelligence (AI) policy outlines the principles and guidelines for the ethical, secure, and effective use of AI technologies within Inspire Education Trust. It aims to ensure that AI is leveraged responsibly to enhance productivity, innovation, and decision-making, while minimising risks and safeguarding organisational values.

This policy follows key national AI guidelines, including:

- *DfE's AI guidance (2023)*
- *JCQ's AI Use in Assessments (2023)*
- *UK GDPR and Data Protection Act 2018*

2 Scope

This policy applies to all staff, contractors, and suppliers of Inspire Education Trust who use, develop, or interact with AI systems in the course of their duties. It covers the use of AI tools, software, and systems provided or authorised by the organisation, as well as any third-party AI tools used in work-related tasks.

3 Related Documents

This policy should be read alongside the Trust's ICT Acceptable Use, Information Security, Bring Your Own Device, E-Safety, Data Protection, Data Handling and FOI School's Code of Conduct, Safeguarding, Child Protection, Cyber-Security & Online Safety Policies.

The copies of which are available from the school's HR Office. Alternatively, you can download these from the policies section of the school's HR Support Portal on SharePoint.

4 Definitions

- **Artificial Intelligence (AI):** The simulation of human intelligence by machines, including systems capable of learning, reasoning, problem-solving, and decision-making.
- **AI Tools:** Software or platforms that incorporate AI functionalities, such as machine learning, natural language processing, and predictive analytics.
- **Personal Data:** Any information that identifies or can identify an individual.
- **Generative AI:** AI models that generate new outputs based on trained data.
- **AI Misuse:** Any use of AI that results in plagiarism, misinformation, privacy violations, or unethical behaviour.

5 Policy Principles

5.1 Responsible Use of AI

- AI must be used to support and enhance Inspire Education Trust's goals, not to replace essential human judgment.
- AI tools should not be used for assessments unless explicitly permitted under JCQ regulations.

- Staff must remain accountable for decisions made using AI tools and not delegate full authority to these systems.
- Staff must ensure that materials obtained from AI tools does not infringe copyright law. Where there is no statutory exception to copyright, then explicit permission from the copyright holder must be obtained before the materials is used.

5.2 Transparency and Explainability

- AI tools must be used in a manner that is transparent to stakeholders. Staff should understand the capabilities and limitations of the AI systems they use.
- Staff and students must indicate AI-generated content in their work (e.g., using footnotes or metadata tags).
- Where possible, outputs from AI tools should be explainable and justifiable, particularly when they influence significant decisions.

5.3 Ethical Considerations

- Staff must avoid using AI in ways that are discriminatory, biased, or violate organisational values.
- AI tools must not be used to manipulate, mislead, or harm individuals or groups.
- Any use of AI must comply with applicable legal and ethical standards, including GDPR data protection regulation.
- The Trust will educate students on AI biases and responsible AI use.

5.4 Data Privacy and Security

- Staff must ensure that AI systems comply with data protection laws (e.g., GDPR) and protect the privacy of individuals.
- No personal, confidential, or sensitive data should be input into AI tools without prior authorisation.
- Personal data used by AI systems must be anonymised or securely managed to prevent unauthorised access or misuse.
- Staff are prohibited from using unauthorised AI tools that process sensitive or confidential organisational data.

5.5 AI Literacy for Students and Staff

- Inspire Education Trust will integrate AI literacy into the curriculum, ensuring students understand AI's capabilities and risks.
- Topics include: Safe AI usage, misinformation detection, and responsible research methods.
- Training will be provided to staff on AI risks, ethical considerations, and safe usage in education.

5.6 Training and Competence

- Staff must undergo training to understand how to use AI tools effectively and ethically.
- The organisation will provide resources and guidelines to ensure staff are competent in the use of AI technologies.

5.7 Prohibited Uses

- AI tools must not be used for unauthorised surveillance, profiling, or any activity that violates individual rights or organisational policies.
- Staff are prohibited from using AI to generate misleading or malicious content, such as deepfakes or misinformation.

6 Implementation and Monitoring

6.1 Approval of AI Tools

- Only AI tools approved by the IT team and the school may be used for organisational purposes.
- Staff must seek approval before implementing new AI technologies or systems in their work.
- AI detection tools will be used to assess AI-generated content where necessary.

6.2 Cybersecurity Measures

- AI-generated cyber threats (e.g., deepfake phishing emails) will be monitored.
- Inspire Education Trust will follow the DfE's filtering and monitoring standards.

6.4 AI in Examinations

- Inspire Education Trust follows JCQ guidelines on AI use in assessments.
- **Any AI misuse in coursework or exams may lead to disciplinary action in line with JCQ's malpractice policies.**

6.5 Audits and Oversight

- Inspire Education Trust will conduct regular reviews to ensure AI systems are being used in compliance with this policy.
- Misuse or unethical application of AI will be investigated and may lead to disciplinary action.

6.6 Incident Reporting

- Any unintended consequences or errors resulting from AI usage must be reported immediately to the IT team or GDPR personnel.

7 Roles and Responsibilities – Use of AI for staff and Students

Leadership and Governance

- The Trust Board will oversee AI policy compliance and updates.
- All Headteachers will ensure AI training is integrated into CPD programmes.
- **The Data Protection Officer (DPO) will oversee AI-related data protection risks.**
- The Designated Safeguarding Leads (DSL) will monitor AI's impact on student welfare.

Staff: Ensure the ethical and appropriate use of AI systems in their work. Report any issues or concerns.

- 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.
- **Trust IT Team:** Approve and monitor AI tools, provide training, and ensure compliance with security and privacy standards.
- **Management:** Oversee the strategic implementation of AI systems and ensure alignment with organisational goals.

Use of AI for Students

This policy covers any generative AI tool, whether stand-alone products or integrated into applications such as Microsoft Office 365. 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.
- Students are prohibited from submitting AI-generated work as their own.
- 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.

Examinations and AI

Inspire Education 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.

AI and Parental Engagement

- The Trust will communicate with parents about AI risks and safe usage.
- Parents will be provided with guidelines on responsible AI use at home.
- AI may be used to support generating end of term/ year reporting to parents. This will only be used as a starting point and will always be overseen by a teacher for the final written document.

8 Policy Compliance

Non-compliance with this policy may result in disciplinary action, up to and including termination of employment. All staff are expected to act in the best interests of Inspire Education Trust and adhere to this policy when interacting with AI technologies.

- AI audits will be conducted annually to ensure responsible AI use.
- Regular AI ethics and security training sessions will be provided for staff and students.
- Misuse of AI may result in disciplinary action under the Trust's IT Acceptable Use and Disciplinary frameworks.

9 Review and Updates

This policy will be reviewed annually or as necessary to ensure it remains aligned with technological advancements, legal requirements, and organisational priorities.

AI policy updates will be shared with staff, students, and parents to ensure transparency. This could be through the weekly/ termly newsletters.

Inspire Education Trust's AI Policy Acceptable Use Agreement

I have read and fully understood Inspire Education Trust's AI policy. I understand that I must use AI responsibly, transparently and ethically in full compliance with this policy.

In addition, I understand that I remain accountable for decisions made using AI tools and not delegate full authority to these systems. And that I will only use AI tools that have been preauthorised by the IT team and the school. I must seek approval before implementing new AI technologies or systems for my work.

I will ensure that the use of such tools complies with the Data Protection policy to protect the privacy of individuals.

I will promptly report any unintended consequences or errors resulting from AI usage to the IT team and Data Protection Officer.

Job Title / Position

Staff / Volunteer Name

Signed

Date

If you are uncertain regarding any aspects of this policy and have any questions, you must ask for clarification from the Trust's IT Team or Data Protection Officer before signing this declaration.

Written by: Rob Mushing & Debbie Kershaw March 2025

Reviewed by:

Senior Lead Review by: Rob Darling March 2025

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Approved by Directors: 24.03.25

Signed:



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