Policy Name: AI Policy

Policy Number: 12.6

Date: September 2025

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1. Introduction

The Governing Body and Senior Leadership Team of Sidcot School fully recognise their responsibilities to protect students from danger and provide them with a safe learning environment whilst in the School's care.

Together with providing excellent academic education, we pride ourselves on ensuring that our students are introduced to 'life skills' and knowledge that will prepare them for life beyond school.

Sidcot School recognises the potential of Artificial Intelligence (AI) to enhance teaching and learning, support students and teachers, and create inclusive learning environments.

This policy outlines the principles for using AI ethically and responsibly within our school community. The policy recognises that some provisions will apply primarily to generative AI but that the spirit of the policy should be followed in reference to all forms of AI.

We are committed to ensuring that AI is used in a way that safeguards student privacy, promotes fairness and inclusivity, and adheres to all relevant data protection regulations.

2. Scope

This policy applies to all members of the Sidcot School community, both Senior School and Junior, including students, teachers, leaders, and staff. It covers the use of any AI tool, whether standalone or integrated into productivity suites (e.g., Microsoft 365, Google Workspace).

AI use is covered under the school's **Child Protection and Safeguarding Policy**

3. Aims

This policy aims to clearly set out the expectations of the School, and to ensure that students and parents understand:

- The School's policy concerning AI
- The implications of AI misuse and the sanctions and consequences that may apply
- The measures that the School will employ to investigate possible AI Misuse
- The potential for the involvement of external agencies including the police and social services.
- The pastoral support that the School offers to educate students regarding AI

4. Content of the policy

4.1. Core Principles

- **Ethical and Responsible Use**: We are committed to using AI in a way that respects individual rights, promotes fairness, and avoids discrimination. Users must ensure their AI use does not lead to biased outcomes and are responsible for monitoring results for accuracy and potential bias.
- **Transparency and Understanding:** We believe in transparency about how AI works and how decisions are made using AI. The limitations and potential biases of AI tools will be acknowledged, and students will be encouraged to develop a critical understanding of AI outputs.
- **Academic Integrity:** AI can be a valuable learning tool, but it should never be used to replace independent work or critical thinking. Students must properly cite AI-generated content and avoid plagiarism. Teachers will provide guidance on appropriate AI use within assignments. See Academic Honesty Policy.
- **Data Governance and GDPR Compliance**: Sidcot School adheres to all General Data Protection Regulation (GDPR) principles regarding data collection, storage, and use. Data privacy is paramount, and we will ensure sensitive data is kept anonymous and access is limited to those who need it. Students and parents will be informed about how data is collected and used, with the right to access and control their data.
- **Safeguarding and Wellbeing**: We acknowledge the potential impact of AI on student wellbeing and internet safety. Students are encouraged to use AI responsibly and report any concerns about inappropriate content. The School's safeguarding policies will be followed to ensure student safety. The development of 'Deepfakes' and other nefarious uses of AI will be covered in PSHE as part of Online Safety modules.
- Breaches of AI use which results in bullying or harm to staff or students will be dealt with in line with the Anti-Bullying Policy and/or Behaviour Policy.
- **Developing Digital Literacy**: Sidcot School is committed to developing students' digital literacy skills and fostering a culture of responsible technology use. This includes understanding AI capabilities and limitations, critically evaluating AI outputs, and using AI tools ethically and effectively.
- This policy should be read alongside the school's Safeguarding and Child Protection Policy, Behaviour Policy, Anti-Bullying Policy, and Digital Safety Policy."

4.2. Acceptable Use of AI in School

- Students can use AI tools to generate ideas, brainstorm concepts, and support research for assignments, always ensuring proper citation of sources.
- Teachers may use AI tools to personalise learning experiences, create differentiated instruction materials, and support students with Special Educational Needs (SEN) where appropriate.
- All users are responsible for verifying the accuracy and completeness of information generated by AI tools.
- AI use is strictly prohibited for students during assessments, including exams and quizzes and the School will adhere to the JCQ regulations and internal exam rules
- All users are responsible for ensuring that information that identifies Sidcot School, its students or its staff is removed before using an AI engine. No personal information should be uploaded to AI.

- Careful consideration in line with the School's values of honesty and integrity should be given to the generation of any creative or design imagery using AI to ensure that all published material gives a true and accurate portrayal of the School.
- AI tools must not be used to create or distribute content that is discriminatory, offensive, or has the potential to bring the School's reputation into disrepute.

4.3. Data Governance and GDPR

- Sidcot School has implemented robust measures to protect data privacy in accordance with GDPR. This includes data encryption, access controls, and regular security audits.
- Data will only be collected, stored, and used for legitimate educational purposes, with clear justification and transparency.
- AI tools used must comply with UK GDPR, including restrictions on international data transfers.
- Students and parents have the right to access, rectify, or erase their personal data held by the School, and to object to its processing, in line with UK GDPR rights
- A designated Data Protection Officer (DPO) will oversee data governance practices and ensure compliance with GDPR regulations.
- If necessary, the School will appoint an AI Responsible Officer (per UK AI Bill guidance)

4.4. Monitoring and Enforcement

- The appropriate use of AI tools will be monitored by teachers and school leaders.
- Students work should be monitored in line with the [Academic Honesty Policy](#).
- Any misuse of AI, including plagiarism or breaches of data privacy, will be addressed following the school's behaviour and disciplinary policies. [See Academic Honesty Policy](#) 6.2 for details on actions in cases where malpractice has been identified.

5. Training and Support

- Sidcot School will provide training and support to all staff and students on using AI tools ethically, responsibly, and effectively. This will include guidance on critical thinking, data literacy, and responsible online behaviour.
- Staff are responsible for modelling good AI use and for teaching students about academic honesty, ethics, and data privacy in context.
- Parents will be provided with information about AI use in school and guidance on how to support safe and responsible use of AI at home

6. Review and Updates

This policy will be reviewed annually by the Governing Body, alongside the Safeguarding Policy, to ensure compliance with ISSR requirements and statutory guidance.

7. Contact

For any questions or concerns regarding AI use at Sidcot School, please contact the designated Data Protection Lead (DPL) and/or the Digital Strategy Lead.

8. Additional Considerations

- This policy acknowledges the potential for AI to evolve rapidly. Sidcot School will stay informed about developments in AI and update this policy as necessary.
- The School will consider the environmental impact of AI use and strive for sustainable practices.
- We will encourage open discussions within the school community about the opportunities and challenges presented by AI in education.

By following this policy, Sidcot School can ensure that AI is used responsibly and ethically to enhance the learning experience for all students.

9. Glossary

9.1. Legal framework

- https://www.gov.uk/government/publications/generative-artificial-intelligence-in-education/generative-artificial-intelligence-ai-in-education
- https://www.gov.uk/government/publications/ai-regulation-a-pro-innovation-approach
- https://digital-strategy.ec.europa.eu/en/policies/regulatory-framework-ai
- https://www.gov.uk/government/publications/using-ai-in-education-support-for-school-and-college-leaders

9.2. Relevant Policies

12. Digital Safety Policies (https://sidcot.fireflycloud.net/staff-handbook/policies/12-digital-safety-policies)

6.16 Academic Honesty Policy (https://sidcot.fireflycloud.net/resource.aspx?id=147172)

5.4 Anti-Bullying Policy (https://sidcot.fireflycloud.net/resource.aspx?id=79985&officeint=on)

10. Document Change History

Document any changes since November 2015

Date of change	Detail significant changes and any new legislation / guidance taken into account
16/9/2025	Document created by Tom Church (Digital Strategy Lead)
22/9/2025	General updates