Artificial Intelligence (AI) Policy

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Contents

1. Introduction & definitions

This policy outlines the Yorkshire Learning Trust approach to integrating AI responsibly, ensuring compliance with legal obligations, and safeguarding the interests of all stakeholders.

Artificial Intelligence (AI) technologies present opportunities to reduce workload for the school and trust workforce, to enhance personalised learning, support professional development, and more. However, we are also aware of the risks posed by AI, including data protection breaches, copyright issues, ethical implications, safeguarding and compliance with wider legal obligations.

Artificial intelligence (AI) is technology that enables computers and machines to simulate human learning, comprehension, problem solving, decision making, creativity and autonomy. Sub-category definitions of AI include machine learning, deep learning and Generative AI (GenAI). This list is not exhaustive due to the rapidly evolving nature of these technologies. GenAI is likely to be the domain where staff and students will encounter AI.

GenAI refers to technology that can be used to create new content based on large volumes of data that models have been trained on using a variety of sources. ChatGPT, Microsoft Copilot and Google Gemini are generative AI tools, built on large language models (LLMs). LLMs are able to understand and generate human-like content.

As such, these GenAI tools can:	Other forms of generative AI can produce:
- answer questions; - complete written tasks; - generate images, text or code; - respond to prompts in a human-like way.	- audio; - simulations; - videos.

This policy refers to both 'open' and 'closed' GenAI tools. These are defined as follows:

Open generative AI tools are accessible and modifiable by anyone. They may store, share or learn from the information entered into them, including personal or sensitive information.

Closed generative AI tools are generally more secure, as external parties cannot access the data you input.

2. Purpose & Scope

The objectives of this policy are to:

- Promote the responsible and ethical use of AI in teaching, learning, and operations;
- Support staff to explore AI solutions to improve efficiency and reduce workload;
- Prepare staff, governors and pupils for a future in which AI technology will be an integral part;
- Promote equity in education by using AI to address learning gaps and provide personalised support;
- Ensure that AI technologies are used ethically and responsibly by all staff, governors and pupils;
- Protect the privacy and data of pupils, staff, and stakeholders;
- Ensure compliance with relevant laws and guidelines, including the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and guidance from the Department for Education;
- Foster transparency, accountability, and inclusivity in AI applications.

This policy applies to all staff, pupils, trustees, governors, and third-party providers associated with Yorkshire Learning Trust who engage with AI technologies in any professional capacity.

3. Guiding Principles

A. Embracing AI for educational benefits: Staff are encouraged to integrate AI where appropriate, ensuring it supports their work rather than replacing human decision-making.

B. Safeguarding should be the top priority when deciding whether to use generative AI in our settings.

C. Data protection: Regard any use of AI as effectively publishing data into the public domain; anyone can gain access to it.

D. Risk management: Any use of generative AI by staff, students, and pupils should be carefully considered and assessed, evaluating the benefits and risks of use.

E. Professional integrity: AI should not be used to produce or manage aspects of practice which require a member of staff to use their own unique knowledge and professional judgement e.g. CPOMs entries, EHCAR/EHCP documentation, UCAS references, staff references.

It is up to schools to decide if students can use AI, but they need to have the right safeguards in place.

3.1 Ethical Use

AI technologies should be used to support educational and management objectives and must align with the Trust's values. Decisions made by or with the assistance of AI must be transparent and subject to human oversight.

3.2 Data Protection and Privacy

All AI applications must comply with UK GDPR and the Data Protection Act 2018. Staff must not enter any personal, sensitive, or identifiable data about pupils, staff, parents, or the Trust into generative AI tools unless the tool is approved and compliant with data protection regulations. Any data input into free tools must be fully anonymised and must not refer to named individuals or groups, or the Trust by name. Transparency with data subjects regarding the use of their data in AI systems is essential.

If personal and/or sensitive data is entered into an unauthorised generative AI tool, a school will treat this as a data breach and will follow the personal data breach procedure outlined in our data protection policy.

3.3 Inclusivity and Accessibility

AI tools should be accessible to all users, including those with disabilities. Reasonable efforts must be made to ensure that AI applications do not perpetuate biases or inequalities.

3.4 Transparency and Accountability

Good practice is for users to be informed when AI tools are used, especially in decision-making processes.

3.5 Continuous Evaluation

Teachers, leaders and staff must use their professional judgement when using these tools. Any content produced requires critical judgement to check for appropriateness and accuracy. The quality and content of any final documents remains the responsibility of the professional who produced it and the organisation they belong to, regardless of the tools or resources used.

4. Roles and Responsibilities

4.1 Trust Leadership

- Ensure the development and implementation of this policy.
- Oversee the integration of AI technologies across the Trust.
- Allocate resources for training and support.

4.2 Staff

- Utilise AI tools in accordance with this policy.
- Participate in training sessions on AI applications and ethics.
- Report any concerns or incidents related to AI use.
- When using AI-generated content, staff are responsible for reviewing and assessing material for accuracy, bias, copyright, and appropriateness before use with learners.
- Any concerns about inappropriate AI use or its impact on pupils must be reported immediately to the Designated Safeguarding Lead (DSL) or the Data Protection Officer (DPO).

4.3 Pupils

- Engage with AI tools responsibly.
- Adhere to any specific guidelines provided for AI usage.
- Report any inappropriate or concerning AI interactions.
- Pupils will normally be taught to use AI tools responsibly, critically evaluate AI-generated outputs, and respect intellectual property. This may be embedded within the digital literacy and computing curriculum to prepare them for safe and ethical use of AI.

4.4 IT and Data Protection Officers

- Assess and approve AI tools for compliance with data protection laws.
- Monitor AI systems for security and privacy risks.
- Provide guidance on best practices for AI integration.
- Any proposed use of AI applications or platforms that process personal data must be approved via a Data Protection Impact Assessment (DPIA) and reviewed by the DPO.

5. Acceptable Use

AI tools may be used for work within the following broad domains:

- Enhancing teaching materials and lesson planning;
- Supporting personalised learning experiences;
- Streamlining administrative and management tasks;
- Assisting in data analysis.

AI-generated content should be clearly identified and used only as a support, not a substitute for teacher or administrator/manager judgment.

AI-generated materials must be reviewed for copyright compliance. Outputs should be sufficiently modified and not replicate third-party material without appropriate approval.

AI must not be used to complete assessed work or exam responses. Staff must reinforce this message to students and follow JCQ guidance where applicable.

6. Prohibited Use

AI technologies must not be used for:

- Making autonomous decisions that significantly affect individuals without human oversight;
- Processing personal data without a lawful basis;
- Generating content that is discriminatory, offensive, misleading, or inappropriate;
- Any activities that contravene existing policies or legal obligations;
- Misuse that could cause harm, embarrassment, or reputational damage;
- Any other use that could bring the reputation of the individual, group, school or Trust into disrepute.

Concerns about inappropriate use of AI should be reported promptly to the DSL.

7. Training and Support

Staff training sessions should:

- Educate staff on the ethical and effective use of AI;
- Update stakeholders on emerging AI technologies and associated risks;
- Ensure understanding of data protection responsibilities related to AI;
- Signpost the DfE's support materials for AI in education;
- Ensure awareness of DPIA and copyright guidance when using AI in teaching or admin processes.

8. Monitoring and Review

This policy will be reviewed annually or in response to significant technological or regulatory changes.

9. Links to other policies and procedures

- Staff E-Safety Policy.
- AI Guidance for Staff.
- Student Acceptable Use Agreements (AUA)

This policy will be reviewed annually or in response to significant technological or regulatory changes.

References

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