



# The Marlborough Science Academy

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Acceptable Use of AI Policy	
<b>Responsible Governing Body Committee:</b>	<b>Curriculum Committee</b>
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<b>Adopted by:</b>	<b>Full GB</b>
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<b>Location:</b>	
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Review Due Date	Review Completed	Amendments Y/N
June 2026		

## Other policies/procedures linked to this policy:

- Assessment Policy
- Behaviour Policy
- Digital Technology Policy
- Data Protection and Freedom of Information
- Equal Opportunities
- Health and Safety
- Internet and Network Usage Policy
- Remote Learning Policy
- Safeguarding Policy
- Staff Code of Conduct
- Teaching and Learning Policy

## Introduction

Artificial Intelligence (AI) is technology that can perform tasks traditionally requiring human intelligence, such as writing, planning, or decision support. **Generative AI tools**, such as ChatGPT or Google Gemini, can create new content including text, pictures, or computer code. AI offers substantial opportunities to **reduce staff workload, personalise student learning, and improve operational efficiency.**

However, AI also presents significant risks, including:

1. **Data Security Risks:** Potential exposure of private data.
2. **Accuracy and Bias Risks:** AI output can be incorrect ("hallucinations") or discriminatory.
3. **Safeguarding Risks:** Potential for exposure to or creation of inappropriate content.

Therefore, it is mandatory that all school staff use AI tools in a responsible, ethical, and lawful manner that upholds the rights and well-being of all stakeholders and reflects our core values of **kindness, respect, dignity, compassion, and endeavour.**

## Purpose

The core purpose of this policy is to provide a clear, easy-to-understand framework for the strategic integration and safe management of AI tools, ensuring all applications meet the highest ethical and data protection standards.

This policy aims to:

- **Strategic Support:** Help staff use AI to improve teaching and reduce workload.
- **UK Compliance:** Ensure adherence to the national regulatory principles for AI (Safety, Fairness, Accountability).
- **Data Protection:** Mandate strict procedures to protect the privacy and personal data of staff and students, fully complying with UK GDPR.
- **Safeguarding:** Mitigate new and emerging online safety threats related to AI, in line with **Keeping Children Safe in Education (KCSIE).**
- **Academic Integrity:** Clearly define rules for student AI use, ensuring compliance with **Joint Council for Qualifications (JCQ)** guidance on malpractice.

This policy embodies the values of kindness, respect, dignity, compassion, and endeavour, ensuring that the use of AI fosters a supportive and inclusive learning community.

## Definitions

- **Artificial Intelligence (AI):** Technologies that mimic intelligent behaviour by analysing data and taking actions to achieve specific goals.
- **Data Protection Impact Assessment (DPIA):** A formal, mandatory review process under GDPR used to identify and minimise data protection risks before implementing a new AI tool that processes personal data.
- **Generative AI:** A subfield of AI that uses models (such as Large Language Models or LLMs) to create new content (text, images, audio) that appears human-created.
- **Large Language Models (LLM):** These are AI tools trained on lots of written information so they can respond to questions or prompts in a human-like way.

## Regulatory Principles

We adhere to the following principles set out in the AI regulation white paper:

Principle	Core Requirement
<b>Safety, Security and Robustness</b>	AI solutions must be technically secure, reliable, and rigorously checked to identify and rectify errors, ensuring the protection of user data.
<b>Appropriate Transparency and Explainability</b>	We must be open about where and how AI is used. Staff must understand the suggestions made by AI to verify their appropriateness and accuracy.
<b>Fairness</b>	AI solutions must be equitable and free from prejudice. We must actively monitor for, and correct, any bias related to small groups or protected characteristics.
<b>Accountability and Governance</b>	Clear roles (e.g., AI Strategic Lead, DPO) are established for continuous monitoring, evaluation, and maintenance of AI systems. <b>Human professional judgment remains the final authority.</b>
<b>Contestability and Redress</b>	Staff should be able to challenge or change AI suggestions if they seem wrong or unfair..

## Roles and Responsibilities

<b>AI Strategic Lead (Senior Deputy Headteacher)</b>	Manages the day-to-day use of AI, leads the process for reviewing and approving new tools, and ensures staff receive appropriate training.
<b>Governing Board</b>	Oversee policy implementation and monitor AI use within the academy.
<b>Data Protection Officer (DPO):</b>	Monitor compliance with data protection laws, particularly regarding AI.
<b>Designated Safeguarding Lead:</b>	Monitors and advises on safeguarding compliance in relation to AI use. Updates and delivers staff training on AI safeguarding threats. Responds to safeguarding incidents in line with Keeping Children Safe in Education (KCSIE).
<b>All Staff:</b>	Use only approved AI tools and follow guidelines to protect data. Seek advice from the DPO/AI lead as appropriate. Always double-check AI answers to make sure they're correct. Never enter personal data into open AI platforms. Use AI responsibly and guide students in evaluating AI-generated information critically.
<b>Students:</b>	Follow the guidelines set forth in this policy and understand the limitations of AI. Understand the limitations and potential risks of AI tools. Students should use AI in a way that reflects the school's values, particularly showing kindness and respect to others when creating or sharing content, and demonstrating integrity and perseverance in their learning.

## Approved Use of AI

Staff and governors are encouraged to explore opportunities to use approved AI tools to enhance efficiency and improve outcomes.

## Process for Approval

Any proposed new AI tool must undergo a formal vetting process:

1. **Proposal:** Staff contact the AI Strategic Lead with the idea.
2. **Assessment:** The AI Strategic Lead, in consultation with the DPO, conducts a formal risk assessment and a **Data Protection Impact Assessment (DPIA)**.
3. **Sign-off:** The Headteacher grants final approval only after all data and ethical risks have been formally mitigated and documented.

## Guidelines for Use

- **Only approved tools must be used.**
- **Fact-Checking is Mandatory:** All AI-generated outputs must be critically reviewed and verified for accuracy and appropriateness by the staff member before use or dissemination. The professional remains fully accountable for the content.
- **Ethical Use:** Use AI in ways that uphold the dignity of all users. Don't use AI to create anything that could be seen as rude, hurtful, or inappropriate.

## Ethical and Responsible Use

- Use AI tools ethically and responsibly.
  - Treat all AI-generated interactions with compassion and care for their impact on individuals.
  - Uphold the dignity of all users by avoiding harmful or dehumanising uses of AI.
  - Promote kindness and empathy when engaging with AI-assisted content or communication.
  - Ensure respect is shown in how AI outputs are interpreted and used, especially when involving feedback on student work or behaviour.
- Consider equality principles when using AI tools.
- Be aware of potential biases and fact-check outputs.
- Do not generate content to impersonate, bully, or harass others.
- Do not generate explicit or offensive content.

## Educating Students About AI

AI education will be incorporated into the curriculum to ensure students develop the critical skills needed for the future workplace. This includes fostering an understanding of:

- AI's capabilities and, crucially, its limitations (such as bias and inaccuracy).
- The ethical implications of AI use, including data privacy and digital citizenship.

## Formal Assessments and Examinations

The Marlborough Science Academy strictly follows the latest guidance published by the **Joint Council for Qualifications (JCQ)** regarding the use of AI in assessments.

**Non-Negotiable Rule:** Using AI tools to generate content for work that contributes to a formal qualification (coursework, exams, or marked assignments) is defined as **malpractice**.

### **Staff Training**

The academy will provide ongoing training and support to staff to effectively integrate AI into their work

### **Data Protection and Privacy**

To ensure personal and sensitive data remains secure:

- Any breach will be treated as a data breach and followed up according to our data protection policy.
- No personal or sensitive data belonging to staff, students, or other individuals is permitted to be entered into unauthorised (non-approved) generative AI tools or chatbots.
- Regular reviews of data storage and handling procedures will be conducted to ensure compliance with GDPR.
- We will conduct Data Protection Impact Assessments (DPIAs) for new AI tools or significant changes in AI use.

### **Ethical Use of AI**

The Marlborough Science Academy is committed to the ethical use of AI

### **Breach of This Policy**

- **By Staff:** Breaches will be dealt with in line with our staff code of conduct.
- **By Governors:** Breaches will be handled according to the governing board's procedures.
- **By Students:** Any breach will be dealt with in line with our behaviour policy.

### **Monitoring and Evaluation:**

- This policy will be reviewed and updated at least annually to align with emerging best practices and technological advancements.
- Regular compliance reviews will evaluate the effectiveness and ethics of AI use.

## Appendix A

Each AI tool listed is to be reviewed not only for technical and privacy compliance, but also for its alignment with the school's values. We won't approve AI tools that go against our values or make the school feel less safe or respectful.

### Approved AI Tools

AI Tool	Potential Uses
Key GPT	
Oak Academy AI lesson planner (Aila)	Lesson and resource planning.
Quizzes	Generating practice questions and quick assessments.
Chat GPT	
Magic School	
Notebook LM	
Google Gemini	
TeachMate	Lesson and resource planning