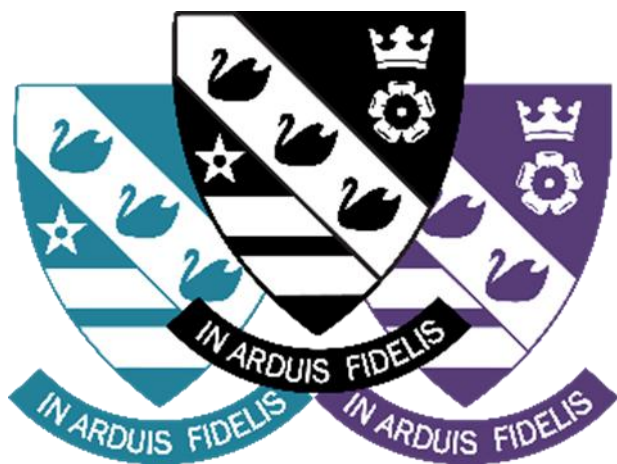


SELBY HIGH SCHOOL

SPECIALIST SCHOOL FOR THE ARTS AND SCIENCE



2026 Artificial Intelligence Policy

Ratified by the Governing Body

Date May, 2026

Signed Andy Reed

Chairperson Andy Reed

Review Date December, 2026

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Introduction and Scope

This policy provides a framework regarding our use of generative artificial intelligence (AI). Generative AI describes any type of artificial intelligence (AI) that can be used to create new text, images, video, audio, or code. Large Language Models (LLMs) are part of this category of AI and produce text outputs.

Generative AI is fast becoming an integral part of the workplace, offering powerful tools for various tasks such as content creation, data analysis, and problem-solving. To ensure its responsible and ethical use, employees must adhere to guidelines that promote accuracy, respect privacy, and minimise potential risks.

Selby High School will harness the potential of generative AI to enhance education in a manner that upholds our commitment to ethical conduct, legal compliance, and the protection of sensitive information.

This policy, including its appendices, applies to the workforce. This includes employees, governors or trustees, contractors, agents and representatives, volunteers and temporary staff working for, or on our behalf. Individuals found to knowingly or recklessly infringe this policy may face disciplinary action.

Periodic assessments of AI systems' impact on education and ethics will be conducted, and adjustments to the policy will be made accordingly.

This policy should be read alongside the other policies within our information governance policy framework.

We will follow the guidance in the DfE's Policy Paper, Generative Artificial Intelligence in Education.

Roles and Responsibilities

Overall responsibility for this policy lies with the Senior Information Risk Owner (SIRO), who will designate responsible individuals to oversee AI-related decisions and ensure compliance with this policy. They will ensure the use of generative AI aligns with our educational objectives, legal obligations, and ethical principles.

AI technologies may be integrated into the curriculum to enhance learning experiences, provided that such use aligns with our educational objectives and goals. Appropriate guidance and training will be given to staff about the use of AI systems to ensure that AI tools are applied effectively, including the appropriate integration of these technologies into student education.

All staff are responsible for adhering to this policy when using AI technology. They should familiarise themselves with the [JCQ AI Use in Assessments Guidance](#) and ensure they follow any recommendations.

Our school IT Support Team will provide technical support and guidance on using AI.

We will always seek advice and guidance from our Data Protection Officer (DPO) regarding our data protection obligations concerning AI use.

Transparency

Information about using AI will be openly communicated to staff, students, and parents or guardians. Please see Appendix One and Appendix Two for acceptable uses of AI.

We will ensure procedures are in place for reporting and addressing concerns related to AI usage. Teachers, students, and parents will be encouraged to provide feedback on their experiences, possible areas of improvement, and any issues with the generative AI tools used.

Data Privacy and Security

We will comply with all relevant data protection laws, including the UK GDPR and the Data Protection Act 2018, to safeguard the privacy of students and staff.

Staff should be aware that any information entered into web-based generative AI tools may be stored and used to train future versions, thereby incurring a risk that the data will be incorporated into later outputs. Staff should ensure any data input into free generative AI applications is fully anonymised and does not refer to named individuals, groups, or organisations. Data will also not include information that could be reasonably used to identify such individuals.

Staff wishing to use teaching applications and tools incorporating AI and personal data must first complete a Data Protection Impact Assessment (DPIA).

Data Accuracy and Bias Mitigation

Generative AI tools choose words from a series of options and classify them as plausible based on probabilities. Although the outputs can appear credible and convincing, they may derive their answers from sources staff would not normally trust during their work.

Staff will review AI-generated content to ensure its accuracy if it is intended for further education or employment purposes. Staff will always treat the outputs with caution and apply their own judgment and knowledge. All facts and assertions should be cross-checked, no matter how authoritatively they appear to be presented. In cases where the information lacks verification from a trusted and reliable source, the information should not be included.

AI systems can also perpetuate biases present in their training data. We will actively work to identify and mitigate biases in any AI systems used.

Copyright

Outputs from AI chatbots could potentially include text that would constitute plagiarism. This is because some outputs may replicate, mimic, or closely resemble existing copyrighted material.

To mitigate any legal risks, staff should always review AI-generated material for potential copyright infringement. AI-generated material should also be customised and modified to guarantee it is sufficiently distinct from any existing copyrighted works it draws upon.

Student Use of AI

All students in year 7, 8 and 9 have had a dedicated AI lesson. Each year our new Year 7 students will receive this lesson within the first 2 terms. The following content will be covered:

- What AI actually is
- How AI works
- What happens when students use AI
- What hallucinations are
- What AI bias is

Students will learn to use AI tools responsibly and think critically about them. They will be taught to respect intellectual property, avoid plagiarism, spot bias in AI outputs, and check the accuracy of AI-generated information. This will be part of their digital literacy education, helping prepare them for future careers where AI is widely used.

AI tools should be age-appropriate and align with our safeguarding policies.

Inappropriate Use of AI

Inappropriate use of AI refers to actions that violate this policy, ethical standards, or legal regulations governing the responsible use of AI tools. Examples include breaches of copyright or data protection laws, or the circulation of inaccurate information that could lead to reputational damage.

Other inappropriate uses involve deploying generative AI tools for unethical, illegal, or malicious activities. This includes using AI to create content which would harm or embarrass another individual. We will ensure that staff can provide feedback and report any concerns with AI usage.

AI must not be used to decide student behaviour, grading, or disciplinary actions without staff member intervention.

We will ensure that staff and students understand that when using generative AI, they must comply with Acceptable Use Policies, Codes of Conduct, and relevant standards and ethics.

We will ensure we comply with DfE and ICO guidance on using AI, regularly review legislation and best practices, and update this policy as necessary.

Current list of approved AI tools for use in school

STAFF:

1. Google Gemini
 - LLM
 - School-preferred (and safest, due to Google Workspace Education protections)
2. ChatGPT
 - LLM
 - Staff must ensure they avoid uploading copyrighted or sensitive content unless covered by licence
3. AILA (Oak National Academy)
 - Uses structured AI for lesson generation within a controlled environment
 - Content is curriculum-aligned and not based on web-scraped data
 - Safe and predictable
4. Canva for Education
 - Magic Write uses an LLM behind the scenes, but Canva itself is not an LLM
 - Its AI outputs are template-guided and visual-focused
5. Twinkl
 - Resource library (worksheets, lesson plans, templates)
 - Any “AI features” are typically narrow and template-based
6. National College
 - Online CPD platform
 - No generative AI component
7. Magicschool
 - Over 80 specialised tools, including a lesson plan generator, quiz maker and YouTube video question generator.
8. eduaide.ai
 - Provides a suite of tools that generate lesson plans, assessments, and classroom resources, featuring over 100 resource types in a structured editing workspace.
9. Napkin AI
 - An AI-powered visual communication tool that converts text into diagrams, infographics, and visuals for teaching.
 - Designed to improve presentations and knowledge organiser content without requiring advanced design skills.
10. Chalkie.ai
 - An AI-powered educational tool designed to help teachers create, customise, and plan lesson materials, slides, and activities in seconds.
11. Hello History
 - An AI-powered app available on iOS and Android that enables users to have interactive, conversational experiences with AI-simulated historical figures.
 - Uses technologies like GPT-4 to bring these figures to life, allowing users to ask questions, debate, and gain new perspectives.

STUDENTS:

1. Google Gemini

- LLM
- School-preferred and safest
- Students must use only their school-managed accounts

2. Canva for Education

- Magic Write uses an LLM behind the scenes
- Canva itself is not an LLM
- AI is visual/template-based and suitable for student use

Students in Years 7-11 may use the school-approved AI platforms (Gemini and Canva for Education) only through school-managed accounts and systems. Students must not create or use personal AI accounts for school activities. **No personal, sensitive or safeguarding-related data should be entered into AI tools.**

Appendix One – Staff Acceptable Use

Using AI

Staff must ensure they follow the AI Policy for any work they produce with the assistance of AI or when using AI as part of their lessons.

Staff are currently permitted to use free Large Language Models (LLMs) for:

- generating ideas or resources for lessons.
- lesson planning.
- creating differentiated learning materials.
- policy or process writing.
- producing ideas and content for training and presentations.
- drafting **generic** administrative communications.

Currently the school's approved tools are Gemini and Chat GPT.

All information produced by AI which may affect students or staff in any way will be reviewed by the member of staff before being shared.

When producing work with the assistance of AI models such as ChatGPT or Microsoft Copilot, staff should be mindful of the following:

- Staff must acknowledge the use of any AI in their work.
- Any materials produced using AI should be checked for copyright infringement.
Any materials uploaded to AI should also not infringe others intellectual property: no third-party property should be used without appropriate approval.
- Staff must be aware of biases and inaccuracies of AI. Any information produced by AI must be checked for accuracy.
- Staff must be mindful of the privacy of other staff members and students. Staff must not enter any information into free Generative AI tools that would identify individuals or our organisation.

- Remember that AI should be used as a supportive tool, not a replacement for professional judgment.

Staff are not permitted to use free Large Language Models (LLMs) for:

- any personal data relating to staff, pupils, parents or any other individuals.
- individual student or parent correspondence.
- to assist in any student or workplace related decision-making.
- producing student reports.
- assessing a full set of students' work, without any input from the teacher*.

*Please note the use of AI for assisting with marking is currently being reviewed. Staff wishing to use AI to assist with aspects of the marking process should discuss this with the Principal.

We will refine this list during policy review, and reserve the right to update staff on other aspects that are not permitted, if further advice around usage becomes available. If staff have any doubt about appropriate use they are advised to check with the Principal.

A number of teaching applications and tools incorporate AI and involve personal data. If staff wish to use any such applications or tools, they must first check with the School Data Protection Officer to determine if a Data Protection Impact Assessment (DPIA) is required.

When using AI as part of a student's education, staff must be aware of and follow [JCQ AI Use in Assessments Guidance](#) and what constitutes malpractice.

Staff will report any potential misuse or concerns about AI usage to the Principal.

Staff will only use approved AI platforms and adhere to this and all other related policies when using AI.

Appendix 1: Ensuring Compliance

1. AI Tools Register and Risk Classification

To check the development of AI use, Selby High School will maintain an internal AI Tools Log, documenting:

Tool name and provider	Purpose of use	Risk classification (low, medium, high)	DPIA status (completed/pending)	Approval status (approved/rejected)

Third party tools must always be checked for AI use:

The School Digital Learning Manager and DPO must be made aware of when tools are being evaluated.

The Digital Learning Manager will:

- Check for compliance with UK GDPR
- Confirm if data is stored outside the UK/EU
- Assess vendor transparency.

2. Staff and Student Training Programme

A mandatory training programme will be put in place for staff and digital literacy will be covered in the Computing and Life Development curriculum for students.

Staff training will include:

- Annual refresher training
- Safeguarding risks related to AI (e.g., deepfakes)

3. Incident Reporting and Escalation Protocol

It is very important that any misuse of AI by any member of the school community is reported as soon as possible.

If you are aware of any misuse of AI, this should be reported to the Digital Learning Lead, Phill Lock, or the Principal. The concern will be investigated within the procedures of the relevant policy (eg disciplinary, GDPR, Child Protection.)

4. Governance and Audit Trail

In order to carefully track and manage the use of AI within school, the following will take place

- A six-monthly review of this policy
- Annual AI audit (e.g., review of tool use, policy breaches, DPIAs)
- SLT oversight report to governors
- Integration of AI use into wider safeguarding, curriculum, and IT strategies.

Appendix Two – Student Acceptable Use

Using AI

Students should take care when using any AI applications. The school's preferred platform for students is Gemini. Students must clearly acknowledge any use of AI in their work, and work produced using AI must not be presented as the student's original work.

When producing work with AI assistance, students must verify the accuracy of the information produced and be aware of AI biases. They should also check this information for copyrighted content to avoid plagiarism.

Students must maintain confidentiality in their interactions with AI and not upload personal information about themselves or others.

The use of AI in official assessments is strictly prohibited unless specific permission is given. Students should be aware that the misuse of AI will be treated as malpractice and may result in severe sanctions.

Students should be aware that assessment sections reproduced directly from AI-generated responses must be identified and will not be marked as evidence that the student has independently met the marking criteria. Therefore, these sections will not be rewarded.

Students should not use AI for deceptive or harmful purposes, such as deepfakes or misinformation.

Students may use AI for:

- Research assistance
- Understanding complex concepts
- Language translation
- Study skill development
- Supplementary learning resources
- Programming practice
- Problem-solving exploration
- Creative writing inspiration
- Mathematical problem assistance
- Language learning support

Students may not use AI to:

- Complete homework assignments entirely
- Write essays or reports
- Solve examination questions
- Circumvent learning processes
- Submit AI-generated work as original
- Access inappropriate or harmful content
- Generate offensive materials
- Bully or harass others
- Violate our behavioural standards
- Compromise personal or others' privacy

Please see the [following resource](#) which gives advice from JCQ about how students can use AI in examinations.

Students should ensure they adhere to our online safety policy and:

- Use only our approved AI platforms
- Maintain strong, unique passwords
- Report suspicious interactions
- Seek staff guidance when uncertain
- Protect personal digital identity

Consequences of inappropriate use

Inappropriate use may result in sanctions in line with our behaviour policy. If you misuse AI, we may:

- Remove your access to the internet or network account
- Temporarily ban you from using our equipment
- Confiscate your personal device(s)
- Contact your parents or guardians
- Take further action, as appropriate, in line with the Positive Relational Behaviour Policy.

Pupil Acceptable Use Agreement

I have read and understand the above and agree to follow these rules when:

- I use school systems and devices (both in and out of school).
- I complete schoolwork or assessments.

Pupil name:

Year group:

Pupil signature:

Date: