St. Mark's Catholic School

Artificial Intelligence (AI) Policy

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Contents

1. Introduction and Aims 3
2. Relevant Guidance 3
3. Our Approach to Artificial Intelligence 3
4. Principles for the Use of AI 4
Safety 4
Responsibility 4
Accuracy 4
Transparency 4
Privacy 4
Equity 4
Integrity 4
5. Roles and Responsibilities 4
Governing Body 4
Headteacher 4
Assistant Headteacher (Digital Strategy) 5
Designated Safeguarding Lead 5
All Staff 5
Students 5
6. Use of AI by Staff 5
6.1 Staff Use of Student Information 6
7. Use of AI by Pupils 6
8. AI and Assessment 7
9. Safeguarding and AI 7
10. Data Protection and Privacy 7
11. Staff Training and Support 7
12. Monitoring and Review 8
Appendix A: Examples of Acceptable and Unacceptable AI Use 9
Staff use of AI 9
Acceptable use 9
Unacceptable Use 9
2. Student Use of AI 10
Acceptable Use 10
Unacceptable Use 10
Appendix B: Staff Guidance 12

1. Introduction and Aims

Our Mission:

St Mark's is a Catholic community inspired by Gospel values where relationships are rooted in love. At the heart of our mission is a commitment to live out our faith and a dedication to embrace excellence in all that we do. We believe in education that instils possibilities, transforms lives and enables all to fulfil their potential.

St Mark's Catholic School recognises that artificial intelligence (AI) is becoming an increasingly important part of education, employment and everyday life.

AI technologies have the potential to support teaching, learning, administration and communication. They can improve efficiency, reduce workload and provide valuable learning opportunities for students. However, AI also presents risks relating to safeguarding, data protection, academic integrity, misinformation and over-reliance on technology.

The purpose of this policy is to establish clear expectations for the safe, ethical and responsible use of AI across the school community.

This policy applies to:

- Staff
- Students
- Governors
- Volunteers
- Visitors using school systems

This policy aims to:

- Support the effective use of AI to enhance teaching and learning
- Enable staff to use AI responsibly to reduce workload and improve efficiency
- Develop students' understanding of AI and its impact on society
- Promote safe, ethical and responsible use of AI
- Protect personal data and confidential information
- Support academic integrity and independent learning
- Ensure compliance with safeguarding, data protection and examination requirements

2. Relevant Guidance

This policy should be read alongside:

- Department for Education guidance on Generative Artificial Intelligence in Education
- DfE Generative AI Product Safety Expectations
- Ofsted guidance regarding the use of AI in education

- JCQ guidance on AI use in assessments
- Keeping Children Safe in Education (KCSIE)
- UK GDPR
- Data Protection Act 2018
- DoWAT Principles for the Ethical Use of Artificial Intelligence

3. Our Approach to Artificial Intelligence

At St Mark's we recognise that AI is already part of many students' lives and will become an increasingly important part of their future education and employment.

We do not seek to ban the use of AI. Instead, we seek to educate students and staff to use AI safely, ethically and effectively.

We will provide opportunities through the curriculum and wider school life for students to develop an understanding of how AI works, its benefits, limitations, ethical implications and impact on society.

We believe that:

- AI should support learning, not replace thinking.
- AI should support professional judgement, not replace it.
- Users remain responsible for decisions made using AI-generated content.
- Critical thinking, creativity, judgement and human relationships remain central to education.
- Students should develop the knowledge and skills needed to evaluate AI-generated information critically.
- AI does not create new safeguarding categories but can amplify existing safeguarding risks.

4. Principles for the Use of AI

All use of AI at St Mark's should be guided by the following principles:

Principle	Description
Safety	AI must be used in ways that protect children and promote their wellbeing.
Responsibility	Individuals remain responsible for any work, decisions or communications supported by AI.
Accuracy	AI-generated content must be checked before use.
Transparency	Use of AI should be acknowledged where appropriate.
Privacy	Personal and confidential information must be protected.

Principle	Description
Equity	AI should support inclusion and improve access to learning rather than create unfair advantages.
Integrity	AI should support learning and achievement without undermining academic honesty.
Intellectual property	Users must respect copyright and intellectual property rights when using AI-generated or AI-assisted material and should not upload copyrighted material to AI systems where they do not have permission to do so.

5. Roles and Responsibilities

Governing Body

The Governing Body will:

- Monitor the implementation of this policy
- Ensure appropriate oversight of AI use across the school
- Support leaders in making informed decisions regarding AI

Headteacher

The Headteacher will:

- Ensure the policy is implemented consistently
- Ensure staff receive appropriate training
- Ensure AI use remains aligned with safeguarding and data protection requirements
- Review the policy regularly

Assistant Headteacher (Digital Strategy)

The Assistant Headteacher responsible for Digital Strategy will:

- Lead the development of AI guidance across the school
- Monitor emerging developments in AI
- Support staff training
- Advise on appropriate AI tools and usage

Designated Safeguarding Lead

The DSL will:

- Monitor safeguarding risks associated with AI
- Support staff in responding to AI-related safeguarding concerns

- Ensure AI safeguarding issues are reflected in staff training

All Staff

All staff must:

- Follow this policy
- Use AI responsibly and professionally
- Protect personal and confidential information
- Report safeguarding concerns
- Check all AI-generated content before use

Students

Students must:

- Use AI responsibly and ethically
- Follow teacher instructions regarding AI use
- Produce their own work unless otherwise directed
- Not use AI to gain unfair academic advantage
- Report concerns regarding inappropriate AI use

6. Use of AI by Staff

The school recognises that AI can support staff by reducing workload, improving efficiency and assisting with educational and administrative tasks but AI-generated outputs must always remain subject to human review and professional oversight.

Staff may use AI generation tools to support their professional duties, including the creation of teaching resources, lesson materials, communications and administrative tasks. However, staff remain responsible for the content they use and any information produced by AI must be reviewed, checked and vetted before use.

Staff may use approved AI tools to support teaching, administration and other professional duties, including:

- Lesson planning and resource creation
- Differentiation of materials
- Drafting and reviewing communications
- Summarising documents and information
- Administrative and organisational tasks
- Policy and procedure development
- Professional learning and research
- Generating ideas and examples

Staff remain professionally responsible for all content they use, share or publish.

Any material generated or assisted by AI must be reviewed, checked and amended as necessary before use.

Staff must ensure that AI-generated content is:

- Accurate and factually correct
- Appropriate for the intended audience
- Free from bias or harmful content
- Consistent with school values
- Suitable for the age and needs of students
- Compliant with safeguarding requirements

AI should support professional judgement, not replace it.

6.1 Staff Use of Student Information

Staff must not enter personally identifiable student information, safeguarding information, SEND information or confidential school information into public AI systems unless approved by the school and compliant with data protection requirements.

Where approved educational AI systems are used, staff must follow school guidance regarding privacy and security.

7. Use of AI by Pupils

Students may use AI as a learning support tool where permitted by their teacher.

Acceptable uses may include:

- Explaining concepts
- Revision support
- Practice questions
- Research support
- Checking understanding
- Generating ideas

Students must not:

- Submit AI-generated work as entirely their own
- Use AI to complete work where this has been prohibited by the teacher
- Use AI to gain unfair advantage in assessments
- Use AI to create harmful, offensive or inappropriate content
- Use AI in ways that breach school behaviour or safeguarding expectations

Students remain responsible for any work submitted in their name.

8. AI and Assessment

Students must follow all teacher instructions regarding the use of AI in assessed work and students should be able to explain and evidence the process used to create submitted work where requested.

For formal assessments:

- JCQ regulations and examination board guidance will apply
- AI use must not compromise the authenticity of student work
- Students may be required to explain how work was produced
- Undeclared or inappropriate use of AI may be treated as malpractice

Teachers may require students to disclose significant use of AI in completing a task.

9. Safeguarding and AI

AI does not create new safeguarding categories but may amplify existing risks.

These include:

- Bullying and cyberbullying
- Grooming
- Exploitation
- Radicalisation
- Misinformation and disinformation
- Fraud and scams
- Deepfake content
- Sextortion
- AI-generated sexual imagery
- Emotional dependency on AI chatbots

All AI-related safeguarding concerns should be reported through the school's safeguarding procedures.

The creation, alteration or sharing of nude or semi-nude imagery using AI, including deepfakes or so-called 'deep nudes', is a safeguarding concern and will be dealt with in accordance with the school's safeguarding procedures.

Staff should remain alert to emerging risks and seek advice from the DSL where concerns arise.

AI-related safeguarding risks will be considered within the school's wider approach to online safety and the four areas of risk identified in KCSIE: content, contact, conduct and commerce

10. Data Protection and Privacy

All use of AI must comply with:

- UK GDPR
- Data Protection Act 2018
- School Data Protection Policy
- School Acceptable Use Policy
- Data (Use and Access) Act 2025

Users must:

- Protect personal information
- Protect confidential information
- Use approved systems where required
- Follow school guidance regarding data handling

The school may restrict or prohibit the use of AI systems that do not meet appropriate privacy, safeguarding or security standards.

11. Staff Training and Support

The school will provide ongoing support and professional development relating to:

- Effective classroom use of AI
- AI literacy
- Data protection
- Safeguarding
- Assessment considerations
- Emerging technologies

Training will be reviewed regularly as AI technologies develop.

12. Monitoring and Review

The implementation of this policy will be monitored by the Senior Leadership Team.

The policy will be reviewed annually, or sooner if:

- National guidance changes
- Examination regulations change
- Significant developments in AI technology occur
- Safeguarding concerns indicate a review is required

The school reserves the right to amend this policy at any time to reflect changes in legislation, guidance or operational requirements.

Appendix A: Examples of Acceptable and Unacceptable AI Use

Staff use of AI

Acceptable use

Activity	Example
Lesson planning	Asking Gemini to generate starter questions on photosynthesis or Romeo and Juliet.
Resource creation	Creating differentiated worksheets or adapting reading materials for different ages and abilities.
Retrieval practice	Generating multiple-choice questions to check prior knowledge.
Administrative support	Drafting a letter to parents about a school event.
Policy drafting	Creating a first draft of a policy or procedure that is then reviewed and amended by staff.
Report writing support	Generating example phrases for a report comment bank.
Professional development	Summarising a DfE guidance document or research paper.
Meeting support	Producing an agenda or summary of meeting notes.
Revision materials	Creating revision questions, flashcards or knowledge organisers.
Data analysis	Analysing anonymised school data where no individual can be identified.

Unacceptable Use

Activity	Example
Uploading student personal data	Copying a class list with names and grades into ChatGPT.
Uploading safeguarding information	Entering details of a safeguarding concern into an AI tool.
Uploading SEND information	Uploading EHCPs, SEND profiles or medical information.

Activity	Example
Uploading behaviour records	Asking AI to analyse behaviour incidents containing identifiable student information.
Uploading student work to public AI tools	Uploading a student's essay to ChatGPT for marking.
Unchecked use of AI content	Distributing AI-generated resources without reviewing them first.
Replacing professional judgement	Allowing AI to determine grades, sanctions or safeguarding decisions.
Confidential information	Uploading confidential staffing, disciplinary or financial information.
Misleading communication	Sending AI-generated communications without checking their accuracy.
Copyright infringement	Using AI-generated content that clearly reproduces copyrighted material without permission.

Student Use of AI

Acceptable Use

Activity	Example
Understanding concepts	Asking AI to explain electrolysis, algebra or a Shakespeare quotation.
Revision support	Generating quiz questions or testing knowledge.
Practice activities	Creating additional exam-style questions for revision.
Feedback on work	Asking AI to suggest ways to improve sentence structure or clarity.
Research support	Using AI to identify useful topics or sources before carrying out independent research.
Language practice	Practising vocabulary or conversation in a foreign language.
Study support	Creating revision schedules or flashcards.

Activity	Example
Checking understanding	Asking follow-up questions when a topic is not understood.

Unacceptable Use

Activity	Example
Submitting AI work as your own	Copying an AI-generated essay and submitting it without acknowledgement.
Completing homework entirely with AI	Asking AI to answer every question on a homework task and submitting the responses unchanged.
Circumventing learning	Using AI to complete work that has been specifically designed to assess a student's own understanding.
Assessment malpractice	Using AI in controlled assessments, coursework or examinations where it is not permitted.
Creating harmful content	Generating offensive, abusive or discriminatory content.
Bullying	Using AI to create images, messages or videos intended to embarrass or harm others.
Deepfake creation	Creating fake images, audio or video of students or staff.
Sharing inappropriate images	Creating or distributing sexually explicit AI-generated images.
Academic dishonesty	Using AI to gain an unfair advantage over other students.
Misrepresentation	Presenting AI-generated ideas, research or writing as entirely your own work.

Appendix B: Staff Guidance

See Below

AI STAFF FACT SHEET

Core Principles

- AI supports professional judgement; it does not replace it.
- You are responsible for any content shared or used, not the AI tool.
- All AI-generated content must be reviewed, checked, and vetted before use.

GREEN: Generally OK	AMBER: Check Carefully	RED: DO NOT UPLOAD
• Lesson planning • Resource creation • Quiz generation • Drafting emails	• Model answers • Assessment materials • Policy writing • Parent communications	• **Student Personal Data** • Safeguarding records • SEND information • Behaviour logs

Checklist for Use

- Check facts, accuracy, and current legislation.
- Ensure content is curriculum-appropriate and bias-free.
- Adapt and personalize AI output for your specific students.
- Verify privacy: Use Google Gemini/NotebookLM via education accounts.

Safeguarding Basics

AI does not create new risks, it amplifies existing ones. Report concerns via normal procedures.

- **Deepfakes:** AI-altered images or videos appearing real.
- **Sextortion/Grooming:** AI identities used to manipulate pupils.
- **Emotional Dependency:** Unhealthy reliance on AI chatbots.

Remember

Staff may use AI generation tools to support professional duties, including the creation of teaching resources, lesson materials, communications and administrative tasks.

However, staff remain responsible for the content they use and any information produced by AI must be reviewed, checked and vetted before use.

Tool	Guidance
Google Gemini (Education Account)	Preferred for most school use. Data is not used to train public AI models.
NotebookLM (Education Account)	Preferred for analysing and summarising school documents.
ChatGPT (Public)	Useful but do not upload student data, student work or confidential information.
Microsoft Copilot	Useful but do not upload student data, student work or confidential information.
Other AI tools	Use caution and follow the same data protection principles.