Inspire Partnership Academy Trust

AI policy

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1. Policy Overview

1.1. This policy outlines the Inspire Partnership Academy Trust's (the Trust) approach to the safe, ethical, and responsible use of Artificial Intelligence (AI) by staff and learners. It aims to maximise the benefits of AI in education while mitigating potential risks.

2. Introduction

2.1. The Trust recognises the increasing role of AI technologies in education and the importance of preparing staff and learners for a future where AI is integral. This policy provides a framework for the responsible use of AI tools to enhance learning, teaching, and administrative processes, while ensuring the safeguarding of all stakeholders.

3. Scope

3.1. This policy applies to all staff and learners within the Trust. It covers the use of all AI tools including, but not limited to, those used for teaching, learning, assessment, and administrative purposes. This includes the approved / vetted tools: Canva, Google Gemini/Notebook LM and Century learning. Additional AI tools may be approved by the Trust following risk assessment and staff training.

4. Goals and Objectives

4.1. To comply with all relevant legislation and guidance, including Keeping Children Safe in Education and UK GDPR.

4.2. To support and empower staff in effective and efficient use of AI in day to day work.

4.2.1. To provide training for staff and Local Community Council members on the advantages, use, and potential risks of AI.

4.3. To embed learning about AI in the curriculum, supporting learners to understand how AI works, its benefits, risks, and ethical impacts.

4.4. To ensure the responsible use of AI tools, protecting personal and sensitive data.

4.5. Staff and children must be aware of these risks and trained to respond appropriately.

4.6. AI tools must not be used to create harmful, misleading, or inappropriate content.

4.7. Children and staff must be trained to recognise AI-generated deep fakes, misinformation, and impersonation risks.

4.8. The school's filtering and monitoring systems must detect and prevent AI-generated threats (as per the Government's Filtering and Monitoring standards).

5. Responsible Use of AI

5.1. Data Protection: Staff should only input personal data into the approved AI tools, Notebook LM and Gemini, when signed in with their education accounts. All AI tools used must comply with UK GDPR and other data protection regulations.

5.2. Approved AI Technologies: Only AI technologies approved by the Trust may be used. Staff should use school-provided AI accounts (Google Accounts) for work purposes.

5.3. Sensitive Information: Staff must not input sensitive information (e.g. safeguarding documents, personal information) into third-party AI tools unless explicitly vetted for that purpose.

6. Copyright and Intellectual Property

6.1. The Trust will ensure that the use of AI does not infringe on copyright or intellectual property conventions. Care will be taken to avoid using learner's intellectual property to train generative AI models without appropriate consent.

7. Incident Reporting and Auditing

7.1. AI incidents, including misuse, data breaches, or inappropriate outputs, must be reported promptly to the relevant internal teams.

7.2. The Trust will audit all AI systems in use to assess their impact on staff, learners, and school systems. An AI inventory will list all tools in use, their purpose, and potential risks.

8. Addressing Bias and Discrimination

8.1. The Trust is aware of the potential for discrimination and bias in AI outputs and has interventions and protocols in place to address any issues. Fairness and safety will be prioritised when procuring and implementing AI systems.

9. Transparency and Human Oversight

9.1. Staff should ensure that where AI-generated content is used within their work, this is clearly referenced.

9.2. AI should assist, not replace, human decision-making. Final judgments, especially those affecting people, must be made by humans. AI-generated outputs must be fact-checked and reviewed for accuracy.

10. Consequences of Improper Use

10.1. Improper use of AI tools, including breaches of data protection standards, misuse of sensitive information, or failure to adhere to this agreement, will or may lead to disciplinary action as defined in the Staff Disciplinary Policy.