



Artificial Intelligence (AI) Policy (Whole School including EYFS)

Independent Day School

Our Lady of Sion School

First edition: May 2025

Frequency of Review: Annually

Next Review Due: May 2026

1. Policy Statement

Our Lady of Sion School recognises the increasing role of Artificial Intelligence (AI) in education and is committed to using AI technologies in a way that enhances teaching, learning, administration, and safeguarding. This policy sets out the school's approach to the ethical, responsible, and effective use of AI, aligning with our values of respect, compassion, curiosity, and academic excellence.

2. Aims and Objectives

- Ensure the safe and ethical use of AI in all aspects of school life.
- Support teachers and learners in using AI tools to enhance outcomes.
- Foster digital literacy, critical thinking, and responsible AI engagement.
- Uphold data privacy, academic integrity, and inclusivity in AI use.

3. Scope

This policy applies to:

- All staff, pupils, and contractors using or interacting with AI tools in the school.
- All AI-powered systems, platforms, and applications used in teaching, assessment, administration, or communication.

4. Guiding Principles

- Ethical Use: AI must be used responsibly, fairly, and transparently.
- Human Oversight: AI supports—not replaces—human judgement in educational decisions.
- Privacy First: AI tools must comply with UK GDPR and school data protection policies.
- Equity and Inclusion: AI must not reinforce bias or disadvantage any pupil or group.

5. AI in Teaching and Learning

- AI may be used to support personalised learning, content creation, feedback, and accessibility (e.g. translation or text-to-speech tools).
- Teachers must vet AI-generated content for accuracy, age-appropriateness, and bias.
- Students may use AI tools (e.g. ChatGPT, Grammarly, adaptive learning platforms) only with explicit guidance and must understand acceptable academic use.

6. Academic Integrity

- AI-generated work submitted as original work is considered a breach of academic integrity.
- Pupils must clearly label any content generated or significantly supported by AI.
- Teachers will educate students on the appropriate use of AI and the importance of critical thinking.

7. Staff Use of AI

- Staff may use AI tools to support lesson planning, differentiation, admin tasks, and CPD - but always with professional discretion and oversight.
- Any automated decision-making (e.g. AI-based marking or reporting) must be reviewed by a human.
- Staff must not input sensitive pupil data into AI tools without prior approval and assurance of compliance with data protection.

8. Safeguarding and Data Protection

- AI systems used for behaviour tracking, filtering, or safeguarding (e.g. online monitoring software) must comply with UK safeguarding guidelines and be regularly audited.
- All AI tools must undergo a data impact assessment before adoption.
- The school will maintain transparency about any AI-based surveillance or monitoring in use.

9. Training and Awareness

- Staff and pupils will receive age-appropriate training in AI literacy, including ethics, risks, and opportunities.
- The school will support staff with CPD on emerging AI tools relevant to education.
- Parents will be informed of the school's AI practices and encouraged to engage in dialogue about safe use at home.

10. AI Governance and Review

- A designated AI Lead (e.g. Head of Digital Strategy or DSL) will oversee AI use in the school.
- AI tools and policies will be reviewed annually or when significant technologies emerge.
- Feedback from staff, pupils, and parents will inform AI-related decisions.

11. Misuse and Breaches

- Misuse of AI (e.g. for cheating, bullying, misinformation, or data breaches) will be addressed through existing behaviour, safeguarding, and ICT policies.
- Breaches may result in disciplinary action and/or loss of access to digital tools.

12. Related Policies

- Safeguarding and Child Protection Policy
- Data Protection Policy
- Teaching and Learning Policy
- Behaviour Policy
- Exams Cyber Policy

13. JCQ Guidance on AI Use in Assessments

The school adheres to the JCQ's "AI Use in Assessments: Protecting the Integrity of Qualifications" guidance, which outlines the appropriate use of AI tools in assessments. Key points include:

- Permissible Use: AI tools may be used to support research and learning; however, any content generated by AI must be clearly acknowledged and referenced.
- Prohibited Use: Copying or paraphrasing AI-generated content without proper acknowledgment is considered malpractice.
- Candidate Declaration: Students must confirm that their submitted work is their own and understand the consequences of false declarations.
- Teacher Responsibilities: Educators are responsible for verifying the authenticity of student work and must investigate any doubts regarding originality.

For detailed guidance, refer to the JCQ's document:

<https://www.jcq.org.uk/exams-office/malpractice/artificial-intelligence/>

14. JCQ Policies on Malpractice Related to AI

In line with JCQ's "Suspected Malpractice: Policies and Procedures," the school recognises the following:

- Definition of Malpractice: Failure to acknowledge AI-generated content or submitting AI-produced work as one's own constitutes malpractice.
- Reporting Obligations: All suspected incidents of malpractice must be reported to the appropriate awarding body. Failure to do so may result in sanctions against the centre.
- Sanctions: Penalties for malpractice can include disqualification from the qualification, depending on the severity of the offence.

For comprehensive information, consult the JCQ's document:

<https://www.jcq.org.uk/exams-office/malpractice/notice-to-centres-malpractice/>