

THE WESTGATE SCHOOL

Hampshire's First 4-16 'All Through' School



"The Westgate School is a community of learners where partnerships inspire success for all: learning together – achieving excellence"

Nursery Strategic Leader & Nominated Individual:
Mrs Jane Edwards (Lower School & Nursery)
Nursery Manager: Miss C Bates

Headteacher: Mrs F A Dean, MA (Ed)

Initial Policy date		Next scheduled review	November 2025
Governor approved	November 2024	Key person/people	
Model Policy		Model localised	
Pupil leadership team review	N/A		

Safe Use of Artificial Intelligence Policy

Purpose:

This policy aims to ensure the safe, ethical, and effective use of Artificial Intelligence (AI) technologies by pupils and colleagues within the School environment. The School encourages all users of AI to be mindful of unintended consequences arising from the use of AI. This includes our approved Large Language Model (LLM), Copilot. By seeking to integrate AI into our usual way of working, we are striving to create an inclusive, innovative, and future-ready educational environment, where AI could serve as a tool for learning.

Scope:

This policy applies to all pupils and colleagues who use AI technologies provided by the School or for school-related activities. By learning about AI, pupils can develop the skills to use AI tools critically and effectively, which is essential in a technology-rich world. In addition, we have a duty of care to ensure colleagues and pupils alike are discerning in their use of AI in a safe and ethical manner, with human checks and balances at every stage.

Guidelines:

1. Ethical Use:

- AI technologies should be used in a manner that respects the rights and dignity of all individuals.
- Users must not engage in activities that could harm others, including, but not limited to, cyberbullying, harassment, or discrimination.
- A breach of these ethical issues could be a breach of the Code of Conduct, Data Protection, and Safe use of IT policies.
- Due to the dynamic nature of AI, we have referred to UNESCO's 23rd November 2021 Recommendation on the Ethics of Artificial Intelligence. The Recommendation "stresses that AI governance cannot stop once risks and impacts have been identified. Instead, all identified harms must be investigated and addressed so that impacted communities have the right to redress."

2. Privacy and Data Protection:

- Personal data must be handled in accordance with the School's Data Protection policy and relevant laws. E.g., names of pupils/colleagues, dates of birth and other information about school pupils or employees.
- AI systems must not be used to collect, store, analyse, or share personal information without explicit consent. E.g., through use of approved or unapproved applications.
- Artificial intelligence (AI) tools are now widespread and easy to access. employees, pupils, and parents/carers may be familiar with generative chatbots such as ChatGPT and Google Bard. The Westgate School recognises that AI has many uses to help pupils learn, but also poses risks to sensitive and personal data. To ensure that personal and sensitive data remains secure, no one will be permitted to enter such data into unauthorised generative AI tools or chatbots. If personal and/or sensitive data is entered into an unauthorised generative AI tool The Westgate School will treat this as a data breach and will follow our personal data breach procedure.

3. Academic Integrity:

- Pupils must not use AI tools to cheat or plagiarise. This includes using AI to generate essays, solve assignments, or complete exams. Inappropriate use of AI will be subject to the Malpractice Policy.
- Where AI is used, colleagues should ensure that they are only used to enhance learning and not replace critical thinking, creativity, or substitute for professional skills.
- Colleagues should not use AI to replace human scrutiny and all outputs from AI must be thoroughly checked for accuracy and integrity, in alignment with the School's 'House Style' and approach.

4. Transparency:

- Users should be informed about how AI technologies work and the data they use. This will be delivered to pupils through their Personal Development and Computing/Computer Science curriculums.
- AI must not be used to make decisions over pupil assessment or for decision making about pupils' behaviour and consequences.

5. Safety and Security:

- Everybody must adhere to the School's safeguarding and safe use of IT policy when using AI technology.
- Our approved AI- LLM is 'Microsoft Copilot'. The security and safety of Copilot is part of our Microsoft agreement.
- Users should report any suspicious activity or misuse of AI technologies to the Designated Teacher for Online Safety immediately. Pupils should report this to an adult in the first instance and adults must forward these concerns to the Designated Teacher for Online Safety using the link on the Colleague Dashboard.

- If the suspicious activity/misuse is a safeguarding concern, then colleagues should make a referral using the School's Safeguarding Referral process.

6. Learning about AI and Support:

- The School will include professional learning opportunities for adults and education about AI for pupils.
- This will be delivered through the curriculum for Personal Development and Computing/Computer Science lessons for pupils.
- Colleagues will receive updates through CPD and briefings throughout the year from the Designated Teacher for Online Safety and IT Strategic Lead.
- All use of AI by users in the organisation is underpinned by fundamental principles of ethical AI use and human oversight.
- Support from the Designated Teacher for Online Safety and IT support team will be available for users who encounter issues or have questions about AI tools.

7. Responsible Innovation:

At the Westgate School, we:

- encourage the exploration of AI technologies in a responsible and ethical manner, within the parameters of this policy;
- endeavour to use AI to create opportunities to enhance teaching and learning and increase capacity for innovation and workload management.

Consequences of Misuse:

Violations of this policy may result in disciplinary actions, including but not limited to loss of access to AI technologies, suspension, or other appropriate measures as determined by school policies and governance. Inappropriate use will be subject to the Behaviour policy and Code of Conduct policy.

Review and Updates:

This policy will be reviewed annually and updated as necessary to reflect new developments in AI technology and changes in legal or ethical standards.