



<b>Policy Title:</b>	ARTIFICIAL INTELLIGENCE (AI) POLICY	
<b>Author:</b>	Head of Computer Science	Checked by: IT Committee
<b>Date of most recent review:</b>	June 2024	
<b>Date of next review:</b>	June 2025	

Duke of Kent School recognises the importance of Artificial Intelligence (AI) in today's educational landscape. This policy outlines the responsible and ethical use of AI tools and resources by pupils, teachers, staff and parents within our school community. The goal is to foster digital literacy, creativity, and academic integrity while maintaining privacy and ethical standards.

### **For Pupils:**

#### 1. Educational Use of AI:

- Pupils can use AI tools and resources for educational purposes such as research, projects, and problem-solving.

#### 2. Responsible Usage:

- Pupils must use AI tools responsibly and ethically, adhering to Duke of Kent School's Code of Conduct and Acceptable Use Policy at school and at home. Failure to adhere to these terms will result in the following:
  - First offence: Stripe - double debit and lunchtime detention (parents contacted by form tutor)
  - Second offence: After school detention (parents contacted by Mr Southee (Deputy Head))

#### 3. Privacy and Data Protection:

- Pupils must respect the privacy of others and ensure the protection of personal information when using AI tools.

#### 4. Original Work:

- When using AI-generated content or information, pupils must reference the AI tool used. This includes references for all types of media such as text, image, video and sound. This use of

referencing promotes, and is aligned with, the school's values. Pupils should use the following referencing method:

**Example:**

Prompt: "Describe the symbolism of the green light in the book *The Great Gatsby* by F. Scott Fitzgerald"

Title of the container: ChatGPT

**Example reference:**

*"Describe the symbolism of the green light in the book *The Great Gatsby* by F. Scott Fitzgerald", ChatGPT*

5. Critical Thinking:

- Pupils should exercise critical thinking skills when using AI-generated content, verifying information, and considering the credibility of sources.

6. Ethical Considerations:

- Pupils should be aware of the ethical implications of AI, including issues related to bias, fairness, and responsible AI development.

**For Teachers:**

1. AI Integration in Curriculum:

- Teachers are encouraged to incorporate AI-related topics and projects into the curriculum to promote digital literacy and understanding. Teachers should make it extremely clear when pupils can and cannot use AI-generated content eg. homework, assignments, and coursework.

2. Educational Support:

- Teachers should support pupils in the responsible and ethical use of AI tools for learning and research.

3. AI Literacy Training:

- Teachers should continually enhance their AI literacy (through insets and sharing best practices) to effectively guide pupils in using AI resources. Continual guidance and training will be given to support teachers on emerging AI technologies and pedagogical strategies.

4. Privacy and Security:

- Teachers must ensure that pupils' privacy is protected when using AI tools and that they comply with GDPR.

5. Plagiarism Awareness:

- Teachers should educate pupils about plagiarism in the context of AI-generated content and emphasise the importance of proper referencing. The AI detection tool Scribbr can be used to empower teachers in recognising AI-generated content.

6. Ethical AI Education:

- Teachers should foster discussions on ethical AI development and its implications, encouraging pupils to think critically about AI technologies.

#### 7. Use of AI

- Teachers should not use AI technology to create communications with parents (such as emails and reports); these should be personalised by the teacher for the individual pupil.

#### 8. Lesson Planning

- Teachers are encouraged to use AI to brainstorm innovative ideas for lesson plans, enhancing the creation of fun and engaging learning experiences.

#### **For Operational Use:**

- The operational team may utilise AI to support their activities, provided that all usage complies with GDPR.

#### **For Parents:**

- Duke of Kent School encourages open communication between the school and parents, providing information about how AI is integrated into the school curriculum.
- Parents will receive an annual update on the use of AI in the school, with additional details available on the parent portal.

#### **Compliance and Enforcement:**

- Non-compliance with this AI policy may result in appropriate consequences according to Duke of Kent School's existing disciplinary procedures.

#### **Digital Wellbeing:**

- The school will promote digital well-being by educating pupils and teachers on the importance of balanced screen time and healthy digital habits. This includes understanding the potential mental health impacts of excessive AI tool usage and strategies to mitigate them.

#### **Review and Revision:**

- This AI policy will be reviewed periodically to ensure its relevance and effectiveness in the evolving landscape of AI technologies.

By adhering to this policy, pupils and teachers at Duke of Kent School will contribute to a responsible and informed AI-powered educational environment.