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Norfolk House School

NORFOLK HOUSE SCHOOL AI Policy

This policy applies to all pupils, including those in the Early Years Foundation Stage (EYFS).

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Bellevue Policy on the Use of AI in Schools

1. Purpose and Scope

This policy is a comprehensive guide for the ethical and responsible use of Artificial Intelligence (AI) tools and technologies within Bellevue. It ensures AI's employment maximises educational benefits while safeguarding the privacy, rights, and well-being of our pupils, staff, and broader school community. The policy is adaptive, ensuring alignment with evolving AI technologies, ethical standards, and legal requirements. It is crafted with a recognition of AI's transformative power and the associated technical, moral, and ethical challenges. It is important to note that AI never replaces human professional judgement especially when evaluating pupil progress.

2. Definition of AI Tools

AI tools encompass software, applications, or systems employing artificial intelligence, machine learning, or advanced computational techniques to augment teaching and learning. This policy focuses on 'generative' AI, including Large Language Models (LLMs) and AI in educational platforms, ensuring their ethical use.

3. Ethical Guidelines and Academic Integrity

3.1 Ethical Use: Users must engage with AI ethically, respecting individual rights and privacy.

3.2 Bias Awareness: We are aware that some AI platforms have inherit Bias, therefore we advise pupils and staff to take this into account when using platforms.

3.3 Academic Integrity: Bellevue emphasises academic integrity in AI use, with guidelines including:

3.3.1 Examinations and Assessments: AI cannot be used to create all or part of a response in a test/exam situation or coursework

3.3.2 Referencing and Citation: AI can aid learning, but its outputs must be cited to promote originality.

3.3.3 Authenticity of Work: Direct copying from AI is prohibited to ensure work authenticity.

3.3.4 Teacher's Guidelines: Teachers will set AI use boundaries to enhance learning.

3.3.5 Monitoring and Accountability: Technology, including plagiarism software, will ensure work originality. Suggested platforms include [Scribbr](#)

4. Privacy and Security

Data Protection: Bellevue is committed to stringent data protection, aligning with GDPR and other regulations. Regular audits ensure data privacy and security. Detailed data protection and privacy protocols are outlined in [Appendix C](#).

An annual review of filtering and monitoring filtering and monitoring systems is to be carried out, ensuring systems can intercept, block, or log harmful generative AI prompts and outputs.

5. Curriculum, Training, Collaboration, and Partnerships

The role of the AI committee is to promote the use of AI in schools for pupils and teachers. They will be responsible for sharing good practice and recommended platforms for usage.

Training will be conducted to provide pupils and teachers with the skills that are needed to use AI effectively. Training is provided through the AI Focus Group, while pupils are taught the AI Curriculum.

It is important that all stakeholders within our schools work as partners to ensure that AI is being used in an appropriate, ethical and effective manner to develop the curriculum with regards to this area.

6. Monitoring and Evaluation

This is covered by SLT and Governance in accordance to IT and KCSIE requirements with regard to the monitoring and use of IT in schools.

The AI policy is reviewed annually and updated, incorporating diverse stakeholder feedback to ensure relevance.

7. Misuse of AI

AI is to be used by pupils and staff in an appropriate and productive manner.

Refer to [Appendix G](#) for guidance on what is considered an appropriate use of AI. For pupils; if the use of AI breaches acceptable use of IT, Behavioural Policies or Curriculum Policies this will be dealt with in line with the Behaviour and Exclusions Policy as appropriate.

Misuse of AI may include;

AI-Generated Nudes & Deepfakes: Pupils and staff must not use AI nudification tools and digitally altered media. Use of this type of platform could lead to peer-on-peer abuse, including sextortion. Any allegation needs to be reported directly to the DSL who will involve the appropriate bodies.

Cognitive Offloading & Isolation: Staff need to be aware of the risk of pupils relying on AI tools for emotional support or homework to the point where they disengage from trusted adults, reducing opportunities for staff to pick up on disclosures. Any concerns must be reported to the DSL.

Image Scraping & Privacy: Images of pupils must not be uploaded into an LLM and then posted on school channels to prevent automated harvesting for deepfakes or extortion.

Radicalisation & Harmful Content: Any outputs that promote extremist views, self-harm, misogyny, or hate speech should be detected by the school's filtering system which sends an alert to the DSL.

If staff use of AI is in breach of this policy it will be dealt with in line with the Staff Handbook.

8. Conclusion

Bellevue fosters a positive, ethical AI culture, ensuring AI enhances education, aligns with ethical principles, and respects privacy.

Appendices

Appendix A: AI Tools and Technologies Approved for Use at Bellevue

Appendix B: AI use for Staff

Appendix C: AI use guidelines for pupils

Appendix A: AI Tools and Technologies Approved for Use at Bellevue

Building on Section II of the main policy, this appendix offers a comprehensive list and description of AI tools and technologies that have been vetted and approved for use within Bellevue.

Approved AI Tools

Generative AI: Including Large Language Models (LLMs) that are employed with strict adherence to ethical and responsible use guidelines.

Google Gemini

Notebook LM

Gamma

Canva

AI Educational Platforms: AI embedded into educational platforms to enhance personalised learning, analytics, and student engagement.

This appendix provides an in-depth exploration of the guidelines governing the use of AI in examinations and assessments at Bellevue, as initially outlined in Section III.i of the main policy document.

Ethical and Responsible Use

Transparency: Students will be informed when AI is being used in their assessments, along with an explanation of its purpose and function.

Integrity: Measures are in place to ensure that the integration of AI does not compromise the integrity of the assessment process. These measures include limitations on AI functionalities and strict adherence to ethical guidelines.

Appendix B: AI use guidelines for staff

This appendix provides clear and concise guidelines for staff regarding the responsible and ethical use of Artificial Intelligence (AI) tools in the educational setting. By following these guidelines, staff will be better equipped to integrate AI tools into the educational process while upholding the highest standards of ethics, safety, and effectiveness.

If teaching secondary school students it is also recommended that you look at JCQ guidelines which can be found [here](#). AI is a recommended start point which can cut down admin/planning time for teachers.

Acceptable use of AI for teachers includes;

- Planning
- Risk assessments

- Drafting of difficult emails
- Assembly ideas
- Creation of worksheet/ebooks/homework projects

Appendix C- AI User Guidelines for Pupils

Recommended uses;

- Creation of revision materials (quizzes, study notes, podcasts, revision timetables)
- Start point for presentations
- Feedback on work
- Personalised tutoring