

## **Temporary Safe Usage Policy for AI by Teachers and Senior Leaders**

**Please note, this policy is temporary. Further guidance is due to be released by the Department for Education and a policy will be drafted in conjunction with stakeholders at a later date.**

**AI technologies refer to commonly used AI engines in the public domain, such as ChatGPT, Bing, Bard and Twinkl AI.**

### **1. Introduction**

This Safe Usage Policy outlines the guidelines and expectations for the responsible and safe use of Artificial Intelligence (AI) by Teachers and Senior Leaders. The purpose of this policy is to ensure that AI technologies are used in a manner that upholds student safety, privacy, and welfare, while enhancing educational practices. All Teachers and Senior Leaders who utilise AI technologies within the school premises or as part of their professional duties must adhere to this policy.

### **2. General Guidelines**

#### **2.1. Legal Compliance:**

Teachers and senior leaders must comply with all relevant laws, regulations, and policies governing the use of AI technologies. This includes but is not limited to data protection and privacy laws.

#### **2.2. Ethical Use:**

AI technologies must be used in an ethical manner, respecting the rights, dignity, and autonomy of all individuals. Users must avoid using AI in a way that promotes discrimination, bias, harassment, or harm to any student or member of the school community.

#### **2.3. Professionalism:**

Teachers and Senior Leaders should exercise professionalism when using AI technologies. They should not engage in activities that may compromise their professional integrity or the reputation of the school.

### **3. Privacy and Data Protection**

AI systems may collect data from entries made by Teachers and Senior Leaders. Confidentiality should be maintained at all times, with no personal or sensitive data such as student or staff names, dates of births, addresses or safeguarding information being entered into AI technologies.

### **4. Responsible Use of AI**

#### **4.1. Reliable and Accurate Information:**

Teachers and Senior Leaders should ensure that the AI technologies used provide reliable and accurate information. Verification of sources and cross-referencing should be performed whenever

necessary to maintain the integrity of the information and educational content. Teachers and Senior Leaders should use their professional judgement before, during and after using AI technologies, to ensure the quality of information being used is accurate and reflective of their purpose

#### **4.2. Diversity and Inclusion:**

Teachers and Senior Leaders should be mindful of potential biases and ensure that AI technologies promote diversity, inclusivity, and equal opportunities for all students.

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