



ARTIFICIAL INTELLIGENCE (AI) POLICY

REVIEWER:	ASSISTANT HEAD (TEACHING & LEARNING)
REVIEW DATE:	AUGUST 2025
NEXT REVIEW DATE:	AUGUST 2026

1. Introduction

This Artificial Intelligence (AI) Policy supports the aims of Framingham College in educating the College community to explore horizons in line with the digital world safely and responsibly. It aims to establish a framework for the ethical and safe use of AI technologies within the educational setting.

This policy applies to all members of the College community, including staff, pupils, and visitors. All staff (including volunteers) and any other users of AI technologies are expected to adhere to this policy.

The policy will be reviewed and updated as needed to ensure ongoing compliance with relevant laws and best practices. The date for the next review is January 2025.

2. Rationale

AI technologies have the potential to greatly enhance the educational experience, providing personalised learning opportunities, automating administrative tasks, and offering new ways for teachers to engage with their pupils. However, it is important to recognise the ethical and safety concerns surrounding the use of AI in the classroom.

Framingham College understands the responsibility to educate our staff, pupils, and guests about the importance of AI ethics and safety issues. This policy is designed to help raise awareness and develop the appropriate behaviours and critical thinking skills that enable people to remain both safe and within the law when using AI technologies in and beyond the context of the classroom.

3. Roles and responsibilities

The governors have ultimate responsibility for the AI policy and delegate to the Senior Leadership Team to confirm and report back that the policy and practices are embedded and monitored. The AI ethics and safety officers keep abreast of current issues and guidance through external organisations.

4. Monitoring

The College has appropriate filters and monitoring in place to facilitate the safe use of AI technologies. The AI Ethics and Safety Officers, together with relevant staff, are responsible for ensuring that AI technologies used within the College are compliant with data protection laws and uphold privacy rights.

5. Pupils

5.1 Inclusion

- The College strives to establish a consistent message with parents regarding the responsible use of AI for all pupils, which in turn will contribute to the pupil and staff AI user guidelines. ChatGPT's terms of use specify that users must be at least 13 years old, and users between the ages of 13 and 18 need parental or guardian permission to use the platform; it requires the user to sign in with an email address and to accept the site terms and conditions before use.
- Staff are aware that some pupils may require additional support, including reminders, prompts, and further explanations to reinforce their existing knowledge and understanding of AI ethics and safety issues.
- For pupils with limited social understanding, careful consideration is given to group interactions when raising awareness of AI ethics and safety. AI-related activities are thoughtfully planned and well managed for these children and young people, ensuring they have the necessary guidance and support to use AI technology responsibly and safely.

6. Education

- We will harness the power of AI to enhance education, support pupils and teachers, and create inclusive learning environments. We recognise that AI is a fast-moving technological development and that we should look to update our AI policy termly, or as often as is needed.
- **Transparency:** We will be transparent and accountable in our AI decision-making processes.
- **Understanding AI:** AI will soon be a part of most productivity and creativity tools, blending with human output. We aim to guide users to use AI effectively and make good decisions.
- **AI accuracy and bias:** We will be mindful about identifying biases that derive from the data AI has been trained on or the ethical overlay that humans have added.
- **AI limitations:** While recognising and utilising the power of AI for educational benefits, we will also acknowledge its limitations.
- **Equity and inclusivity:** We will consider using AI to broaden our communities, bridge the digital divide, and create a supportive and inclusive AI culture.
- **Mental Health:** We will be mindful of the potential of AI to impact both positively and negatively on mental health and will teach pupils to use it responsibly.
- **Pupil Empowerment:** AI should encourage active engagement, independent thinking, and the development of skills and dispositions for life. The capacity of AI to 'steal the struggle' from pupils is acknowledged and should be avoided.
- **Creative Collaboration:** We should embrace AI's opportunities to work together to be *creators*, not just content generators.
- AI technologies are increasingly used across all areas of the curriculum. We believe it is essential for AI ethics and safety guidance to be given to pupils on a regular and meaningful

basis. AI ethics and safety are embedded within our curriculum, with lessons addressing key areas of digital citizenship and AI-related safety.

- In all areas of school life, we see writing as a tool for thinking. We want our pupils to thrive academically and see writing as a process rather than a product. We want our pupils to use AI tools creatively but also understand that academic integrity is paramount. Plagiarism will be dealt with firmly following our Plagiarism Policy.

6.1 AI Misuse for Examinations

- Framlingham College abides by the JCQ AI Misuse Policy for examinations summarised below.
 - AI tools must only be used when the conditions of the assessment permit the use of the internet and where the pupil is able to demonstrate that the final submission is the product of their own independent work and independent thinking.
 - Examples of AI misuse include, but are not limited to, the following:
 - Copying or paraphrasing sections of AI-generated content so that the work is no longer the pupil's own.
 - Copying or paraphrasing whole responses of AI-generated content.
 - Using AI to complete parts of the assessment so that the work does not reflect the pupil's own work, analysis, evaluation or calculations.
 - Failing to acknowledge use of AI tools when they have been used as a source of information.
 - Incomplete or poor acknowledgement of AI tools.
 - Submitting work with intentionally incomplete or misleading references or bibliographies.

6.2 AI Misconduct

- There will be consequences for breaking our trust in you to use and learn from AI tools responsibly.
- Any plagiarism or other forms of cheating will be dealt with under the Framlingham College Referencing and Plagiarism policy.
- Your AI privileges may be curtailed, even when allowed in your coursework.
- Framlingham College's policy on plagiarism still applies to any improperly cited use of human work or submission of work by another human as your own.
- When it relates to NEA, pupils will be required to sign authentication statements, and any suspected misuse of AI will need to be reported to the relevant awarding body.
- All cases of academic misconduct will be referred to the Deputy Head, Academic. A link to the JCQ policy is provided [here](#).

7. Staff

7.1 Data Security

- Staff members have a responsibility to ensure the security of any personal, sensitive, confidential, and classified information when using AI technologies. Staff should not input the names of pupils, staff, members of the school community, or any other sensitive information about pupils and staff into an AI tool unless it has been declared officially safe to do so and approved in writing by the AI Ethics and Safety Officers.

7.2 Response to a data breach

- In the event of a data breach, it must be reported immediately to the Data Protection Officer. The College will follow the procedures outlined in the Data Protection Policy in reporting breaches to the Data Protection Officer and notifying exposed individuals.

8. Inappropriate Material or Unethical use of AI

- Accidental exposure to inappropriate material or unethical use of AI must be immediately reported to the Assistant Head, DSL & Inclusion. Deliberate exposure to inappropriate material or unethical use of AI must be reported to the Assistant Head, DSL & Inclusion and will be logged. Depending on the seriousness of the offense, there may be an investigation by the Principal's office.