



Artificial Intelligence (AI) Policy

September 2025

Governor responsibility	Academic
Owner/Author	Headteacher
Governor Responsibility	Academic Committee
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Introduction

This policy outlines the ethical and responsible use of artificial intelligence (AI) within our school. We recognise AI's potential to support education, enhance learning experiences, and streamline administrative processes. However, we must ensure that its use aligns with academic integrity, data protection regulations, and safeguarding policies.

The policy is informed by the Department for Education (DfE) Guidance on Generative AI in Education (2024) and The Cambridge Handbook of the Law, Ethics, and Policy of Artificial Intelligence (2025), ensuring compliance with best practices in education, ethics, and legal considerations. It also reflects: KCSIE 2025; DfE Generative AI: Product Safety Expectations (2025); Online Safety Act 2023–25 with Ofcom Codes; ICO Children's Code; and updated references to the EU AI Act (2024) and ISO 42001/ISO 9001.

Scope

This policy applies to all students, teachers, and staff who engage with AI technologies in our school, including but not limited to AI-driven research tools, content generation platforms, and automated administrative systems. Student voice will be included through digital leaders and the student council, feeding into reviews of AI use.

Guidelines for AI usage

1. AI for Academic Purposes

- AI tools may be used to support learning, research, and content creation, but students must not rely solely on AI-generated material.
- All AI tools must be risk assessed, logged in the school AI register, and formally approved by SLT with DSL/DPO oversight.
- Staff remain accountable for any misuse.
- Student voice will be included through digital leaders and the student council, feeding into reviews of AI use.
- All sources, including AI-generated content, must be appropriately cited to maintain academic integrity.
- AI should be used as a supplementary resource, fostering critical thinking rather than replacing independent student work.

2. AI and Examinations

- AI tools are strictly prohibited during examinations and assessments.
- Any unauthorised use of AI in coursework, tests, or assignments will be considered academic malpractice and subject to disciplinary action as outlined in the school's behaviour policy.

3. Plagiarism, Data Privacy, and Ethical AI Use

- AI-generated content must be reviewed for originality and appropriateness to avoid plagiarism.
- AI systems must comply with data protection laws, including GDPR and safeguarding regulations. A Data Protection Impact Assessment (DPIA) must be completed for each new AI tool before implementation.
- Staff must ensure that AI tools used in school uphold ethical standards, avoiding bias and misinformation. All AI tools must be risk assessed, logged in the school AI register, and formally approved by SLT with DSL/DPO oversight. Staff remain accountable for any misuse.

4. Safeguarding and Responsible AI Use

- Deepfakes and image-based abuse: The creation, manipulation, or sharing of non-consensual sexual or harmful content using AI (including deepfakes and 'nudification' applications) is strictly prohibited. Suspected incidents must be reported to the DSL immediately. Such activity may constitute criminal offences and will be escalated in line with safeguarding and law-enforcement pathways.
- Wearable AI devices (smart glasses and similar): AI-enabled wearables (e.g. smart glasses, audio assistant glasses, heads-up displays) are prohibited on site unless specifically authorised by the Headteacher for accessibility. Any authorised use requires a risk assessment, recording in the AI register, staff oversight, and parental consent (where applicable). Covert recording or live streaming is forbidden.
- Psychosocial duty of care: The school recognises that AI misuse (e.g. doxing, hostile live streams, deepfake harassment) can cause significant psychological harm. These incidents are treated under safeguarding and wellbeing frameworks alongside disciplinary processes.
- AI must be used safely and responsibly, with a strong emphasis on safeguarding pupils from inappropriate content.
- Teachers and staff must educate students about the ethical implications of AI, including data security and privacy concerns.
- Student voice will be included through digital leaders and the student council, feeding into reviews of AI use.
- AI must not be used to generate, share, or engage with harmful, discriminatory, or misleading content.

5. Developing Digital Literacy and AI Awareness

- The school is committed to equipping pupils with digital literacy skills, including an understanding of AI's capabilities and limitations.
- Teachers should incorporate AI literacy into the curriculum where appropriate, enabling students to critically evaluate AI-generated content.
- Student voice will be included through digital leaders and the student council, feeding into reviews of AI use.

6. Monitoring and Compliance

- Online Safety Act and Ofcom Codes: The school aligns with the Online Safety Act 2023–25 and relevant Ofcom Codes. Where AI-generated content is harmful or illegal, the DSL/DPO will use appropriate escalation and takedown routes and refer to the police/CEOP as required.
- Governance and reporting: Governors will receive an annual AI assurance report covering the AI register, DPIAs, AI literacy provision, incidents/near-misses, and student voice. This policy is cross-referenced with the Online Safety Policy, Behaviour Policy, Safeguarding Policy, and SEND Policy.
- Continuous improvement: The AI Policy, AI Register, and DPIAs will be reviewed at least annually or sooner where guidance, technology, or regulation changes.
- The use of AI in school will be regularly reviewed to ensure compliance with educational and legal standards.
- Any breaches of this policy will be addressed in accordance with the school's disciplinary procedures.
- The policy will be updated annually to reflect evolving AI technologies and regulatory changes.

Conclusion

We acknowledge the transformative potential of AI in education while ensuring its responsible and ethical use.

This policy provides a structured approach to AI integration within our school, aligning with UK educational standards and legal frameworks.

All students, teachers, and staff must adhere to this policy to uphold academic integrity, safeguard pupil wellbeing, and promote ethical AI practices in education.

Student voice will be included through digital leaders and the student council, feeding into reviews of AI use.

For further guidance on safeguarding, visit:

[Generative AI Product Safety Expectations – GOV.UK](#)

[NSPCC: Keeping Children Safe](#)

[Internet Matters: Safe Internet Use](#)

[UK GDPR Compliance Guidelines](#)

[Keeping Children Safe in Education \(KCSIE\) – GOV.UK](#)

Related Policies:

- [Safeguarding Policy](#)
- [Pupil Behaviour Policy](#)
- [Exclusions Policy](#)
- [Staff Code of Conduct](#)
- [Low-Level Concerns Policy](#)

2025 AI Policy Update – Aligned with Latest Guidance

This updated version of the MHS AI Policy integrates key national and international frameworks released since early 2025. It ensures alignment with the following standards:

- Department for Education (DfE) – Using AI in Education: Support for School and College Leaders (2024)
- Keeping Children Safe in Education (KCSIE, 2024)
- SEND Code of Practice (2015)
- OECD AI Literacy Framework and Future of Education & Skills 2030
- UNESCO AI Competency Framework for Teachers (2024)
- EU AI Act (2024)
- ISO 42001 – AI Management Systems
- ISO 9001 – Quality Management Systems

Key Enhancements:

AI tools should support inclusive teaching and accessibility, in line with the SEND Code of Practice and ISO 9001.

Educators must ensure the human remains in the loop — AI is assistive, not autonomous.

Staff should refer to OECD/UNESCO frameworks when teaching AI literacy to pupils.

AI usage must be evaluated annually using the Audit Toolkit.

Any AI-related data practices must be reviewed with the school DPO for GDPR alignment.

Legal, Data & Compliance Disclaimer:

This policy is a working document intended to support safe, ethical, and compliant AI integration in education. It should be reviewed in line with current safeguarding, GDPR, and AI regulations, and tailored to individual school needs. Refer to DSL, DPO, or legal advisors for specific guidance.

Moon Hall School embraces the opportunities presented by AI while remaining committed to providing a safe, ethical, and academically rigorous environment. This policy ensures the responsible integration of AI into the school's practices and reflects our commitment to the highest standards of education and professional conduct.

For any queries or further guidance on AI usage, please contact the Headteacher or refer to the recommended resources.