



Artificial Intelligence (AI) Policy

September 2025

Governor responsibility	Academic
Owner/Author	Headteacher
Operational Lead	Head of Careers and Assistive Technology
Governor Responsibility	Academic Committee
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Next review date	September 2026 (or sooner if guidance changes)

This Artificial Intelligence (AI) Policy sets out how Moon Hall School approaches the safe, ethical and purposeful use of AI in line with national guidance, safeguarding duties and inclusive practice.

This policy aligns with the Department for Education AI Standards and guidance for schools and colleges, Keeping Children Safe in Education 2025, UK GDPR and the ICO Children's Code, and expectations arising from the Online Safety Act and Ofcom Codes of Practice. It also reflects the SEND Code of Practice (0–25) and the school's Assistive Technology approach.

AI at Moon Hall School is treated as an assistive and educational tool. Responsibility for decisions, outcomes and safeguarding remains human at all times.

Introduction

This policy outlines the ethical and responsible use of artificial intelligence within Moon Hall School. AI can support accessibility, reduce barriers to learning and assist staff when used appropriately. However, AI can also introduce risks to safeguarding, data protection, equity and academic integrity if not carefully managed.

Scope

This policy applies to all students, staff, governors, volunteers and external partners who engage with AI technologies as part of school activity. This includes generative AI tools, AI features embedded within education platforms, assistive technology incorporating AI, and administrative or analytics tools.

Student voice informs ongoing review through digital leaders and the student council.

Core Principles

- Safeguarding first
- Human responsibility remains central
- Accessibility and inclusion by design
- Transparency with pupils, staff and families
- Compliance with data protection and education law
- Critical use rather than dependence

Guidelines for AI usage

1. AI for Academic Purposes

AI tools may be used to support learning, research and content creation, but must not replace independent thinking or student work.

- All AI tools must be risk assessed, logged in the school AI Register, and approved by SLT with DSL and DPO oversight.
- Staff remain accountable for AI use within teaching and learning.
- Students are taught to question, verify and evaluate AI outputs.
- AI supported content should be acknowledged where appropriate to support academic integrity.

2. AI and Examinations

AI tools are prohibited during examinations and controlled assessments unless explicitly permitted by awarding bodies and agreed in advance by the school.

Unauthorised use of AI in assessed work will be treated as academic malpractice.

3. Plagiarism, Data Privacy, and Ethical AI Use

- AI generated content must be reviewed for accuracy, originality and appropriateness.
- A Data Protection Impact Assessment is required before adoption of any new AI tool.
- No unnecessary personal data should be entered into AI systems.
- AI use must be monitored for bias and misinformation.

4. Safeguarding and Responsible AI Use

AI must be used safely and responsibly, with safeguarding considerations prioritised at all times.

- AI must not be used to create, manipulate or share harmful, discriminatory or misleading content.
- Misuse of AI may be treated as a safeguarding concern as well as a behaviour issue.

Deepfakes, image based abuse and harassment

The creation, manipulation or sharing of non consensual sexual or harmful content using AI, including deepfakes and nudification applications, is strictly prohibited and must be reported immediately to the DSL.

Wearable AI and covert recording

AI enabled wearable devices such as smart glasses are not permitted on site unless authorised for accessibility purposes. Any approved use requires a risk assessment, recording in the AI Register, staff oversight and parental consent.

Psychosocial duty of care

The school recognises that AI misuse can cause psychological harm including harassment, impersonation and doxing. These incidents are managed through safeguarding and wellbeing frameworks.

5. Developing Digital Literacy and AI Awareness

The school is committed to developing age appropriate AI literacy so that pupils understand the capabilities, limitations and ethical considerations of AI.

6. Monitoring and Compliance

Use of AI tools with pupils operates alongside an annual Parent and Carer AI Permission Form and a Student AI Use Agreement. These documents confirm understanding, expectations and consent for supervised AI use in school. Where consent is not given, reasonable alternative arrangements will be made.

Governors receive an annual AI assurance report covering the AI Register, DPIAs, incidents, near misses and student voice.

Review and Continuous Improvement

This policy, alongside the AI Register and DPIAs, will be reviewed at least annually or sooner where guidance, technology or regulation changes.

Conclusion

Moon Hall School recognises the potential of AI to support inclusive education when used responsibly. This policy ensures AI use remains ethical, transparent and rooted in human judgement.

Related Policies

- [Safeguarding and Child Protection Policy](#)
- [Online \(E Safety\) Policy](#)
- [Pupil Behaviour Policy](#)
- [SEND Policy](#)
- [Data Protection Policy](#)
- [Exclusions Policy](#)
- [Staff Code of Conduct](#)
- [Low-Level Concerns Policy](#)

Related 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](#)