

Use of AI Policy

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1. PURPOSE

Artificial Intelligence (AI) is increasingly being used across education to support teaching, learning, and administration. Romero Catholic Academy Trust recognises the opportunities AI presents for enhancing efficiency and innovation. However, AI must be used in a safe, ethical, and responsible manner, ensuring compliance with safeguarding, data protection, and academic integrity principles.

This policy ensures compliance with:

- Keeping Children Safe in Education (KCSIE 2025).
- UK GDPR Data Protection Act 2018.
- DfE Guidance on Generative AI Education 2025.
- JCQ Guidance on AI IN Assessments 2024.
- Romero Catholic Academy Trust and its Schools' Acceptable Use Policy, Online Safety Policy and Data Protection Policy.

2. SCOPE

AI is rapidly becoming an integral part of education, influencing teaching methods, administrative processes, and student learning. This section outlines where AI applies within Romero Catholic Academy Trust and the principles governing its responsible use.

This policy applies to all AI tools, platforms, and applications used within Romero Catholic Academy Trust, including:

- AI tools used for teaching, learning, assessment, and administration.
- Any third-party AI platforms accessed by students or staff in a school-related capacity.
- AI systems embedded in school-approved software and services.

AI must not be used in a way that compromises ethics, student safety, data privacy, fairness, or academic integrity.

3. ROLES AND RESPONSIBILITIES

Effective oversight and accountability are essential to ensure AI is used appropriately and safely within the school. The following sections define the key responsibilities of school leadership, staff, students, and IT teams in managing AI systems.

3.1 LEADERSHIP AND GOVERNANCE

School leadership plays a vital role in overseeing AI governance, ensuring policies align with national regulations, and implementing best practices for safe and ethical AI use.

- Ensure AI governance aligns with DfE, KCSIE, and GDPR regulations.
- Approve AI tools before they are used in teaching, learning, or administration.
- Conduct annual AI risk assessments and policy reviews.
- Ensure AI use is transparent, fair, and free from bias.

- Leadership and Governance teams must engage in annual update training to ensure compliance and risk mitigation for the latest risks.

3.2 TEACHING AND SUPPORT STAFF

Teachers and support staff are responsible for ensuring AI is used as an educational aid while maintaining academic integrity, supporting student learning, and preventing misuse.

- Use AI as a teaching aid, not as a replacement for pedagogy.
- Verify AI-generated content for accuracy, appropriateness, and bias.
- Educate students on AI literacy, misinformation, and deepfakes.
- Ensure AI use does not compromise academic integrity or safeguarding.
- Teaching and Support staff must engage in annual update training to ensure compliance and risk mitigation for the latest risks.

3.3 STUDENTS

Students must develop an understanding of AI's capabilities and limitations while using AI tools ethically and responsibly within the guidelines set by the school.

- Use AI tools responsibly and in line with school policies.
- Declare AI use in coursework, assignments, and assessments where required.
- Understand ethical considerations and avoid over-reliance on AI.

3.4 IT AND DATA PROTECTION TEAMS

The IT and Data Protection teams are responsible for ensuring AI systems comply with data protection laws, cybersecurity standards, and safeguarding requirements.

- Implement security measures to ensure AI tools comply with data protection laws.
- Ensure that AI tools used in school settings do not process or store personal data without anonymisation.
- Ensure that all technologies undertake an annual (minimum) DPIA process before use is permitted within Romero Catholic Academy Trust.
- Conduct regular cybersecurity audits to monitor AI-related risks.
- IT and Data Protection teams must engage in annual update training to ensure compliance and risk mitigation for the latest risks.

4. ETHICAL USE

AI should be implemented in ways that are fair, transparent, and aligned with ethical considerations. This section outlines the key principles for ensuring AI use remains accountable, unbiased, and secure.

4.1 TRANSPARENCY AND ACCOUNTABILITY

It is essential that AI use within the school remains transparent, and that decisions made using AI are documented and subject to human oversight.

- AI must not be used to make independent decisions affecting students or staff.
- The use of AI in assessment, recruitment, or administrative decision-making must be documented.
- AI-generated content must be identified where possible.

4.2 DATA PROTECTION AND ANONYMISATION

To comply with data protection regulations, AI tools must not process personal data unless approved. Where possible, anonymisation techniques should be used to protect individual privacy.

- AI inputs should be anonymised where possible.
- A Data Protection Impact Assessment (DPIA) must be conducted before new AI tools are introduced.
- Colleagues are NOT allowed to use any new software without prior permission from the Head of IT and Governance Lead.
- AI tools must not process or store personally identifiable student or staff data unless explicitly approved by the IT and Data Protection teams.

5. AI IN ASSESSMENTS AND ACADEMIC INTEGRITY

AI must not compromise academic integrity. This section ensures that students and staff adhere to fair assessment practices while using AI tools appropriately.

5.1 PREVENTING AI MISUSE IN ASSESSMENTS

To maintain assessment integrity, students must declare AI-assisted work, and staff must monitor submissions for signs of unauthorised AI use.

- AI must not be used to generate coursework, essays, or exam content.
- Students must declare any AI-assisted work in line with JCQ and school regulations.
- Staff must monitor for sudden changes in student work that suggest AI misuse e.g. work that is suddenly better than previously seen, Americanisation of language, other hallmarks of AI-generated content.

6. SAFEGUARDING AND ONLINE SAFETY

AI must be used safely within the school environment, preventing harm and ensuring students and staff understand the potential risks associated with AI-generated content.

6.1 PREVENTING AI-GENERATED HARM

AI-generated content, including deepfakes and misinformation, presents new safeguarding challenges. Staff and students must be aware of these risks and trained to respond appropriately (annually at a minimum).

- AI tools must not be used to create harmful, misleading, or inappropriate content.
- Students and staff must be trained to recognise AI-generated deepfakes, misinformation, and impersonation risks.
- The school's filtering and monitoring systems must detect and prevent AI-generated threats (as per the Government's Filtering and Monitoring standards).

6.2 AI AND CYBER SECURITY

As AI systems become more integrated into school operations, cybersecurity risks must be managed to prevent unauthorised access, phishing attempts, and data breaches.

- AI-related phishing scams, fraud, and cybersecurity risks must be monitored.
- IT teams must ensure AI tools do not introduce security vulnerabilities.

7. ACCEPTABLE USE AND GUIDELINES

For Students

AI may be used for:

- Research and idea generation.
- Drafting and improving writing (with teacher approval).
- Learning support (e.g., summarising texts, explaining concepts).

AI must not be used for:

- Submitting AI-generated work as original without proper citation.
- Bypassing learning or assessment integrity.
- Creating inappropriate, offensive, or misleading content.

For Staff

AI may be used for:

- Lesson planning and resource creation.
- Administrative tasks (e.g., drafting emails, reports).
- Supporting differentiated learning.

AI must not be used for:

- Replacing professional judgment in grading or safeguarding.
- Sharing confidential data with AI tools without approval.

- Creating content that violates copyright or data protection laws.

8. SCHOOL GOVERNING BODY/TRUST BOARD RESPONSIBILITIES

- Ensure that any changes to this policy and related policies are effectively communicated to all users.
- Ensure staff understand and adhere to this policy and any related sub-policies.
- Report all instances of non-compliance.
- Responsible for ensuring relevant training is delivered in line with policy.

9. ACADEMIC INTEGRITY

- Students must acknowledge the use of AI in submitted work where applicable.
- Teachers should educate students on responsible AI use and monitor for misuse.
- Plagiarism checks should include AI-generated content detection where possible.

10. TRAINING AND SUPPORT

- The school/Trust will provide training for staff on AI use in education.
- Students will receive guidance on ethical and effective AI use.

11. MONITORING AND REVIEW

- This policy will be reviewed annually or in response to significant changes in AI technology or regulation.
- Breaches of this policy may result in disciplinary action in line with existing behaviour and IT policies.

12. BREACH OF POLICY

Any form of violation towards this policy may call for disciplinary measures under Romero Catholic Academy Trust's staff disciplinary procedure.