

Policy Title:	AI Acceptable Use Policy – Staff, Trustees, Governors, Volunteers (No change)
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Member of Staff Responsible:	Sam Wood
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1.2		
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1.4		

Primitas Learning Partnership promotes the safeguarding and welfare of all children in its care; all policies are developed and formulated with this in mind

1 Aims and application

- 1.1 Primitas Learning Partnership (PLP) recognises that Artificial Intelligence (AI) technology is already widely used in both commercial and everyday applications, and its influence is anticipated to grow exponentially, impacting almost all industries and job sectors including education.
- 1.2 Whilst AI was typically used by specialists to complete a specific task, it has become a widely used tool in a short period of time that is more accessible in a range of disciplines. In particular, the growth in Generative AI has led to new opportunities to use AI tools. Generative AI is a rapidly evolving and increasingly freely available technology, which can generate new writing, audio, codes, images and video simulations. Whilst this offers opportunities for staff in enhancing efficiency, decision-making and service delivery, it also increases risk.
- 1.3 This policy establishes the expectations for the responsible and effective use of all AI in Primitas Learning Partnership by users. There is a separate policy which applies to student use of AI.
- 1.4 By embracing AI technology, we aim to:
 - Support staff to manage their workload more efficiently and effectively.
 - Prepare students for a future in which AI technology will be an integral part.
 - Use AI to promote fairness in education by supporting the work to bridge learning and accessibility disparities; and
 - Ensure value for money in our services by maximising efficient processes using available technology.
- 1.5 PLP needs to ensure that the use of AI is organised and controlled in a manner which will be beneficial to the safety of individuals and groups of people and is in alignment with applicable laws and regulations.
- 1.6 PLP recognises that this is a rapidly developing area and like many other organisations, will need to continually review and adapt practice to changes in technology. We are committed to exploring the opportunities offered by AI technology. This policy will be regularly reviewed to ensure that it remains relevant and applicable in practice. The Trust recognises that it is important to provide early appropriate guidance and advice to employees, to encourage users to be transparent about the use of AI, and to support a culture of responsible AI use as these rapid changes take place.

2 Purpose

- 2.1 The purpose of this policy is to ensure users are aware of the controls and methods in place to manage the use of AI. Users are expected to comply with the policy to ensure that AI tools are used appropriately. There are a number of other relevant policies which this policy links with, including the Data Protection, Information Security, ICT Acceptable Use policies. This policy is supplementary to existing policies and should be read in conjunction with them.

3 **Scope**

- 3.1 This policy applies to the use and configuration of all AI tools that have either been provided by the Trust as part of general IT tools available to staff such as Microsoft Co-pilot/Chat GPT /Google Gemini, other AI tools, which may be available for free or on a subscription basis and directly accessed by users via the internet, or procured by the Trust for a specific use.
- 3.2 These rules apply when using both school/trust-owned devices and any personal devices which may be used for school/trust business.
- 3.3 This policy applies to all employees, agency staff, contractors, volunteers, apprentices, and student/work experience placements who have access to these tools, described as “users” within this document. All users are responsible for reading and understanding this policy before using any AI technology.

4 **Policy Statement**

- 4.1 Appendix 1 to this policy sets out which AI tools are permitted and which are expressly not permitted. Users are permitted to explore and utilise the listed permitted AI-based tools and technologies to assist in managing their work, but this use is subject to the restrictions in this and related policies. Users must not use the prohibited tools, or use AI for the prohibited uses listed in the annex.
- 4.2 Examples of business tasks that users may use AI for include suggesting drafting improvements to documents, call transcription, summarisation of large or specialist documents, translation, drafting of communications materials, content creation, reviewing materials for accessibility.
- 4.3 Examples of teaching tasks that users may use AI for include lesson planning, marking, adapting materials and plans to ensure they are accessible to all students, timetabling, monitoring IT and online activity for safeguarding purposes and attainment tracking.
- 4.4 All users of AI will comply with applicable laws, regulations, policies, and guidelines including those relating to intellectual property, copyright, data protection, safeguarding, and formal assessment including the guidance given by the Joint Council for Qualifications (JCQ) or individual Exam Board requirements.
- 4.5 All users of AI will recognise that the technology is rapidly evolving and will be committed to adapting ways of working, as necessary and engage with AI training facilitated by the Academy and Trust
- 4.6 Users will be transparent about their use of AI technology so that stakeholders understand where and how AI is used.
- 4.7 Users will not rely on AI to replace strategic decision making or rely on it to make decisions that could have a significant impact on people.
- 4.8 Users remain professionally responsible and accountable for the quality and content of any output generated by AI, however generated or used and should rely on their expertise to ensure that they review and tailor any AI output.
- 4.9 Users will receive appropriate training and support to effectively integrate AI into their work including professional development opportunities focused on AI tools and their effective integration into working practices. Training and support will be planned as part of user personal development reviews and appraisals or on an as-needed basis. Users also have a responsibility to identify any

training and development needs to ensure they adhere to this policy and should raise these with their line manager.

- 4.10 Users should be aware of the reporting procedures if they identify an issue or risk and report this promptly through the appropriate channels. Safeguarding issues should be referred to the Designated Safeguarding Lead immediately.
- 4.11 User should be aware that improper use of AI tools or failure to comply with the AI acceptable use policy could result in disciplinary action.

5 Data Protection implications of using AI

- 5.1 Users should be aware that any information entered into some AI models may no longer be private or secure. Users must not enter any information containing personal data, intellectual property or private information (including confidential information, such as contracts) into any AI model without checking whether it is permitted to do so.
- 5.2 Users who wish to utilise new AI tools or new AI functionality within existing tools must follow the Data Protection Policy and Data Protection Impact Assessment Procedure. Users should be aware that it is not always easy to recognise when AI tools are processing personal data and they should not presume that no processing is taking place.

6 Ethical use of AI

The use of AI systems, in particular Generative AI, will be carried out with caution and an awareness of their limitations. Users should be mindful of the following considerations:

- 6.1 Bias - data and information generated by AI will reflect any inherent biases in the data set accessed to produce it. This could include content which may be discriminatory based on factors such as race, gender, or socioeconomic background. Users must ensure they follow the requirements of the Equality Act 2010.
- 6.2 Accuracy – information may be inaccurate when generated so any content should be fact-checked. Tools may provide highly plausible and coherent results but may still contain errors.
- 6.3 Human oversight- a lack of human intervention may result in AI outputs going unchecked. Humans should ensure that outputs align with societal values, and users should be aware that Generative AI lacks flexibility, human understanding, and compassion.
- 6.4 Currency – some AI models only collate data prior to a certain date so content generated may not reflect the most recent information.
- 6.5 Environmental issues - use of AI requires energy to run. Therefore, it should only be used when relevant, appropriate and proportionate, where it is the most suitable and sustainable option.
- 6.6 Reputational - trust in our systems and relationships with stakeholders may be harmed if we do not demonstrate our commitment to ensuring they are not harmed by our use of AI.

Appendix 1

The Permitted and Prohibited AI Tools List can be found at the following link:

<https://shorturl.at/OEWI0>

Prohibited uses

The following uses are prohibited:

- AI systems designed to deceive, coerce or influence human behaviour in harmful ways.
- AI tools that prey on an individual's vulnerabilities, such as age, disability, or socio-economic status.
- Emotion recognition within the workplace or educational settings.
- AI systems that use AI for 'social scoring' where scores are assigned to individuals based on their behaviour, affecting access to services, employment or other opportunities.
- Biometric categorisation based on sensitive biometric attributes such as race.
- Real-time biometric identification in publicly accessible spaces for law enforcement purposes.
- AI used to predict criminal offences solely based on profiling or assessing personality traits.