The Chalfonts Community College

Success is an Attitude!

Artificial Intelligence (AI) Policy

2026 - 2028

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Contents

1. Aims & Scopes **2**
1.1 Definitions 2
2. Legislation **2**
3. Regulatory Principles **3**
4. Roles and Responsibilities **3**
4.1 Governing board 3
4.2 Principal 4
4.3 Data protection officer (DPO) 4
4.4 Safeguarding Lead 4
4.5 All staff 4
4.6 Pupils 5
5. Staff and Governors' use of AI **5**
5.1 Approved use of AI 5
5.2 Process for approval 6
5.3 Data protection and privacy 6
5.4 Intellectual property 6
5.5 Bias 6
5.6 Raising concerns 6
5.7 Ethical and responsible use 7
6. Educating pupils about AI 7
7. Use of AI by pupils **7**
8. Formal assessments **8**
9. Staff training **8**
10. Breach of this policy **8**
10.1 By staff 8
10.2 By governors 9
10.3 By pupils 9
11. Monitoring and transparency **9**
12. Related Policies **9**
Policy History **10**

1. Aims & Scopes

Here at The Chalfonts Community College, we understand the valuable potential that artificial intelligence (AI), including generative AI, holds for schools. For example, it can be used to enhance pedagogical methods, customise learning experiences and progress educational innovation.

We are also aware of the risks posed by AI, including data protection breaches, copyright issues, ethical complications, safeguarding and compliance with wider legal obligations.

Therefore, this policy aims to establish guidelines for the ethical, secure and responsible use of AI technologies across our whole school community.

This policy covers the use of AI tools by school staff, governors and pupils. This includes generative chatbots such as ChatGPT and Google Gemini (please note, this list is not exhaustive).

This policy aims to:

- Support the use of AI to enhance teaching and learning
- Support staff to explore AI solutions to improve efficiency and reduce workload
- Prepare staff, governors and pupils for a future in which AI technology will be an integral part
- Promote equity in education by using AI to address learning gaps and provide personalised support
- Ensure that AI technologies are used ethically and responsibly by all staff, governors and pupils
- Protect the privacy and personal data of staff, governors and pupils in compliance with the UK GDPR

1.1 Definitions

This policy refers to both 'open' and 'closed' generative AI tools. These are defined as follows:

- **Open generative AI tools** are accessible and modifiable by anyone. They may store, share or learn from the information entered into them, including personal or sensitive information.
- **Closed generative AI tools** are generally more secure, as external parties cannot access the data you input.

2. Legislation

This policy reflects good practice guidelines/recommendations in the following publications:

- AI regulation white paper, published by the Department for Science, Innovation and Technology, and the Office for Artificial Intelligence.
- Generative artificial intelligence (AI) and data protection in schools, published by the Department for Education (DfE).

This policy also meets the requirements of the:

- UK General Data Protection Regulation (UK GDPR) – the EU GDPR was incorporated into UK legislation, with some amendments, by The Data Protection, Privacy and Electronic Communications (Amendments etc) (EU Exit) Regulations 2020
- Data Protection Act 2018 (DPA 2018)

3. Regulatory Principles

We follow the 5 principles set out in the AI regulation white paper.

REGULATORY PRINCIPLE	WE WILL...
Safety, security and robustness	• Ensure that AI solutions are secure and safe for users and protect users' data • Ensure we can identify and rectify bias or error • Anticipate threats such as hacking
Appropriate transparency and explainability	• Be transparent about our use of AI, and make sure we understand the suggestions it makes
Fairness	• Only use AI solutions that are ethically appropriate, equitable and free from prejudice – in particular, we will fully consider any bias relating to small groups and protected characteristics before using AI, monitor bias closely and correct problems where appropriate
Accountability and governance	• Ensure that the governing board and staff have clear roles and responsibilities in relation to the monitoring, evaluation, maintenance and use of AI
Contestability and redress	• Make sure that staff are empowered to correct and overrule AI suggestions – decisions should be made by the user of AI, not the technology • Allow and respond appropriately to concerns and complaints where AI may have caused error resulting in adverse consequences or unfair treatment

4. Roles and Responsibilities

Our generative AI lead is our Leader for Digital Learning. They are responsible for the day-to-day leadership, ownership and management of AI use in the school.

4.1 Governing board

The governing board will:

- Take overall responsibility for monitoring this policy and holding the principal to account for its implementation in line with the school's AI strategy.
- Ensure the principal and AI lead are appropriately supported to make informed decisions regarding the effective and ethical use of AI in the school.
- Adhere to the guidelines below to protect data when using generative AI tools:
    - Use only approved AI tools (see section 5).
    - Seek advice from the AI lead, as appropriate.
    - Check whether they are using an open or closed generative AI tool.
    - Ensure there is no identifiable information included in what they put into open generative AI tools.
    - Acknowledge or reference the use of generative AI in their work.

- Fact-check results to make sure the information is accurate.

4.2 Principal

The principal will:

- Liaise with the data protection officer (DPO) to ensure that the use of AI is in accordance with data protection legislation.
- Ensure that the guidance set out in this policy is followed by all staff.
- Review and update this AI policy as appropriate, and at least annually.
- Ensure staff are appropriately trained in the effective use and potential risks of AI.
- Make sure pupils are taught about the effective use and potential risks of AI.
- Sign off on approved uses of AI or new AI tools, taking into account advice from the DPO, AI lead, and data protection impact assessments.

4.3 Data protection officer (DPO)

The data protection officer (DPO) is responsible for monitoring and advising on our compliance with data protection law, including in relation to the use of AI.

Our outsourced DPO is a company by the name of Schools DPO and is contactable via our day-to-day data protection lead and Director of Finance & Operations.

4.4 Safeguarding Lead

The safeguarding lead is responsible for monitoring and advising on our compliance with safeguarding requirements, including in relation to the use of AI, such as:

- Being aware of new and emerging safeguarding threats posed by AI.
- Updating and delivering staff training on AI safeguarding threats.
- Responding to safeguarding incidents in line with Keeping Children Safe in Education (KCSIE).

4.5 All staff

As part of our aim to reduce staff workload while improving outcomes for our pupils, we encourage staff to explore opportunities to meet these objectives through the use of approved AI tools. Any use of AI must follow the guidelines set out in this policy.

To protect data when using generative AI tools, staff must:

- Use only approved AI tools (see section 5).
- Seek advice from the AI lead, as appropriate.
- Check whether they are using an open or closed generative AI tool.
- Ensure there is no identifiable information included in what they put into open generative AI tools.
- Acknowledge or reference the use of generative AI in their work.
- Fact-check results to make sure the information is accurate.

All staff play a role in ensuring that pupils understand the potential benefits and risks of using AI in their learning. All of our staff have a responsibility to guide pupils in critically evaluating AI-generated information and understanding its limitations.

4.6 Pupils

Pupils must:

- Follow the guidelines set out in section 7 of this policy ('Use of AI by pupils').

5. Staff and Governors' use of AI

5.1 Approved use of AI

We are committed to helping staff and governors reduce their workload. Generative AI tools can make certain written tasks quicker and easier to complete, but cannot replace the judgment and knowledge of a human expert.

Whatever tools or resources are used to produce plans, policies or documents, the quality and content of the final document remains the professional responsibility of the person who produced it.

Any plans, policies or documents created using AI should be clearly attributed. Any member of staff or governor using an AI-generated plan, policy or document should only share the AI-generated content with other members of staff or governors for use if they are confident of the accuracy of the information, as the content remains the professional responsibility of the person who produced it.

Always consider whether AI is the right tool to use. Just because the school has approved its use doesn't mean it will always be appropriate.

You can find a live version of all the approved AI tools on the Staff Hub under "AI Library". Below is a list of AI Tools that were approved at the inception of this policy.

AI Library

APPROVED TOOLS	APPROVED USES	FREE/PAID	DATA & GDPR COMPLIANCE
Gemini for Education (Google)	Lesson Planning & Curriculum Design	**Free** - Requires you to be **signed into your Work Google** account to access Gemini for Education.	Committed to enterprise-grade data protections inherent to Google Workspace for Education, ensuring user data is private by design (not reviewed, used for training, or shared) and compliant with GDPR.
	Content Creation & Resource Development		
	Administrative Tasks & Communication		
	Personalised Learning Support		
	Research & Brainstorming		
TeachMate.ai	Lesson Planning & Resource Creation	**Free** - Requires an account to TeachMate.ai, provides access to some of their tools. A **Paid** subscription is required to access all their tools.	Committed to GDPR compliance and data security, with all data stored and processed in the UK, and an explicit guarantee that user input data is not used for training their AI models.
	Differentiation & Inclusion		
	Assessment & Feedback		
	Communication & Administration		
	Professional Development & School Improvement		
	Creativity & Engagement		
Aila: AI Lesson Assistant (Oak National Academy)	Accelerated Lesson Planning	**Free** - Requires an account to the Oak National Academy.	Committed to robust data security aligned with UK public sector guidelines, with data processing designed to prioritize privacy and ensure user input is not used to train the AI models.
	Personalized Content & Differentiation		
	Curriculum Alignment & Quality Assurance		
	Professional Development & Idea Generation		
	Formative Assessment Support		
KeyGPT (The Key)	Strategic Planning & Management	**Paid** - Requires a subscription and login to TheKey.	Committed to privacy by default, adhering to The Key's privacy policies and UK data security regulations, ensuring data is secure, not shared without consent, and user input is not used for model training.
	HR & Recruitment		
	Governance & Compliance		
	Policy & Welfare		
Robin AI Website Compliance & Policy Audit	Automated Website Compliance Checks	Paid - Requires a Half-termly or monthly subscription (paid annually).	Committed to GDPR compliance and holds ISO 27001 and SOC2, ensuring highest standards of privacy and security. User data is stored on secure (AWS), with customer data explicitly stated as never being used to train the underlying large language models.
	Policy Audit & Review (on site at time of review)		
	Ongoing Monitoring & Tracking		
	Reporting & Insights		
	Workload Reduction & Efficiency		

5.2 Process for approval

Staff are welcome to suggest new ways of using AI to improve pupil outcomes and reduce workload. Staff should contact the AI lead to discuss any ideas they may have with regard to using AI, so the AI lead can take the suggestions forward for approval if they deem it to be a satisfactory new method of working.

The principal is responsible for signing off on approved uses of AI, or new AI tools, taking into account advice from the AI lead, the DPO and data protection impact assessments.

5.3 Data protection and privacy

To ensure that personal and sensitive data remains secure, no one will be permitted to enter such data into unauthorised generative AI tools or chatbots.

If personal and/or sensitive data is entered into an unauthorised generative AI tool, The Chalfonts Community College will treat this as a data breach and will follow the personal data breach procedure outlined in our data protection policy. Please also refer to section 10 of this policy.

5.4 Intellectual property

Most generative AI tools use inputs submitted by users to train and refine their models.

Pupils own the intellectual property (IP) rights to original content they create. This is likely to include anything that shows working out or is beyond multiple-choice questions.

Pupils' work must not be used by staff to train generative AI models without appropriate consent or an exemption to copyright.

Exemptions to copyright are limited – we will seek legal advice if we are unsure as to whether we are acting within the law.

5.5 Bias

We are aware that AI tools can perpetuate existing biases, particularly towards special characteristics including sex, race and disability. This means that critical thought must be applied to all outputs of authorised AI applications. This means fact and sense-checking the output before relying on it.

We will ensure we can identify and rectify bias or error by training staff in this area.

We also regularly review our use of AI to identify and correct any biases that may arise.

Any Bias that is identified through the use of authorised AI tools must be reported to the Digital Lead.

5.6 Raising concerns

We encourage staff and governors to speak to the principal and/or AI lead in the first instance if they have any concerns about a proposed use of AI, or the use of AI that may have resulted in errors that lead to adverse consequences or unfair treatment.

5.7 Ethical and responsible use

We will always:

- Use generative AI tools ethically and responsibly.
- Remember the principles set out in our school's equality policy when using generative AI tools.
- Consider whether the tool has real-time internet access or access to information up to a certain point in time, as this may impact the accuracy of the output.
- Fact and sense-check the output before relying on it.

Staff and governors must not:

- Generate content to impersonate, bully or harass another person.
- Generate explicit or offensive content.
- Input offensive, discriminatory or inappropriate content as a prompt.

6. Educating pupils about AI

Here at The Chalfonts Community College, we acknowledge that pupils benefit from a knowledge-rich curriculum that allows them to become well-informed users of technology and understand its impact on society. Strong foundational knowledge will ensure that pupils develop the right skills to make the best use of generative AI.

Pupils are taught about the potential benefits of using AI tools to aid their learning, while also covering subjects such as:

- Creating and using digital content safely and responsibly
- The limitations, reliability and potential bias of generative AI
- How information on the internet is organised and ranked
- Online safety to protect against harmful or misleading content

7. Use of AI by pupils

We recognise that AI has many uses to help pupils learn.

Pupils may use AI tools:

- As a research tool to help them find out about new topics and ideas.
- When specifically studying and discussing AI in schoolwork, for example, in IT lessons or art homework about AI-generated images.

All AI-generated content must be properly attributed and appropriate for the pupils' age and educational needs.

AI may also lend itself to cheating and plagiarism. To mitigate this, pupils may not use AI tools:

- During assessments, including internal and external assessments, and coursework.
- To write their homework or class assignments, where AI-generated text is presented as their own work.
- To complete their homework, where AI is used to answer questions set and is presented as their own work (for example, maths calculations).

This list of AI misuse is not exhaustive. Where AI tools have been used as a source of information, pupils should reference their use of AI. The reference must show the name of the AI source and the date the content was generated.

We consider any unattributed use of AI-generated text or imagery to be plagiarism and will follow our plagiarism procedures, and further sanctions may be taken in line with behaviour policies.

Pupils must consider what is ethical and appropriate in their use of AI and must not:

- Generate content to impersonate, bully or harass another person
- Generate explicit or offensive content
- Input offensive, discriminatory or inappropriate content as a prompt

8. Formal assessments

We will continue to take reasonable steps, where applicable, to prevent malpractice involving the use of generative AI in assessments. See our exams policy for more details.

We will follow the latest guidance published by the Joint Council for Qualifications (JCQ) on AI use in assessments.

9. Staff training

Staff will be kept up to date with developments in AI and how they will be able to develop and improve their practice on a regular basis. It will be the responsibility of the AI lead, with the help of the Senior Leadership Team (SLT), to ensure that staff have access to continuing professional development (CPD) opportunities on AI. All previous CPD opportunities will be uploaded to the central Staff Hub for staff to review if necessary. The AI lead will also ensure that the school stays abreast of good practice and, where needed, put into place mechanisms to share it.

10. Breach of this policy

10.1 By staff

Breach of this policy by staff will be dealt with in line with our staff code of conduct.

Where disciplinary action is appropriate, it may be taken whether the breach occurs:

- During or outside of working hours.
- On an individual's own device or a school device.
- At home, at school or from a remote working location.
- Staff members will be required to co-operate with any investigation into a suspected breach of this policy.

This may involve providing us with access to:

- The generative AI application in question (whether or not it is one authorised by the school).
- Any relevant passwords or login details.

You must report any breach of this policy, either by you or by another member of staff, to the principal immediately.

10.2 By governors

Governors found in breach of this policy will be reported to the Chairman/Vice Chairman of the Governors.

10.3 By pupils

Any breach of this policy by a pupil will be dealt with in line with our behaviour policy.

11. Monitoring and transparency

AI technology, and the benefits, risks and harms related to it, evolves and changes rapidly. Consequently, this policy is a live document that must be kept updated by the AI lead, principal and DFO whenever there is a significant change to either AI use by the school or the associated risks of AI usage.

This policy will also be regularly reviewed and updated to align with emerging best practices, technological advancements and changes in regulations.

The policy will be shared with the full governing board at least annually.

All teaching staff are expected to read and follow this policy. Line Managers are responsible for ensuring that the policy is followed.

The AI lead will monitor the effectiveness of AI usage across the school.

We will ensure we keep members of the school community up to date on the use of AI technologies for educational purposes. As part of our regular surveys, feedback from pupils, parents/carers, and staff will be considered in the ongoing evaluation and development of AI use in school.

12. Related Policies

This AI policy is linked to our:

- Data protection policy
- Exams policy
- Behaviour policy
- Staff code of conduct
- Marking and feedback policy
- ICT & Internet Acceptable Use Policy

Policy History

Date	Version	Status	Section	Comments
June 2025	1	New Policy	-	New Policy Created
September 2026	2	Date change only		Bi Annual review