The Holy Spirit Catholic Multi Academy Company

ARTIFICIAL INTELLIGENCE (AI) POLICY

'With grace and humility, glorify the Lord by your life.'

This Artificial Intelligence (AI) Policy has been approved and adopted by Education Standards Committee in July 2026 and will be reviewed in July 2027.

Signed by the Chair of the Education Standards Committee:

Signed by the Principal:

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1. Policy Statement

St. Anne's Catholic Academy recognises that Artificial Intelligence (AI) has the potential to enhance teaching, learning, administration, and operational efficiency. AI can support staff in creating high-quality educational resources, reducing workload, improving accessibility, and preparing pupils for a rapidly changing technological world.

St. Anne's Catholic Academy is committed to ensuring that AI is used safely, ethically, responsibly, and in accordance with safeguarding, data protection, intellectual property, and educational standards. AI will support professional practice but will never replace human judgement, accountability, or relationships.

This policy aligns with our mission to form our whole school community spiritually, intellectually, morally, and socially.

2. Purpose

This policy aims to:

- Promote safe, ethical and effective use of AI.
- Protect pupils, staff and the wider school community.
- Ensure compliance with legal and regulatory requirements.
- Support innovation while maintaining educational integrity.
- Provide clear guidance for staff, pupils, governors and parents.

3. Scope

This policy applies to:

- All staff
- Governors and trustees
- Volunteers and contractors
- Pupils
- Any third party acting on behalf of the school

It covers all AI systems used for educational, administrative, operational, communication, and professional purposes.

4. Definitions

Artificial Intelligence (AI)

Computer systems that perform tasks normally requiring human intelligence, including reasoning, pattern recognition, language processing and decision support.

Generative AI

AI systems capable of creating new content such as text, images, audio, video, code or summaries in response to user prompts.

Examples include:

- Microsoft Copilot
- ChatGPT
- Google Gemini
- TeachMate AI
- Canva

Misuse of AI

Any use of AI that:

- Undermines academic integrity
- Circumvents learning
- Breaches safeguarding requirements
- Violates data protection or copyright law
- Produces harmful, inappropriate or misleading content

5. Guiding Principles

All use of AI must reflect the schools Catholic Foundation:

- Human Dignity – every person is created in the image of God.
- Truth and Integrity – learning must be honest and authentic.
- Responsibility and Stewardship – technology must be used wisely.
- Formation of Conscience – pupils develop discernment.
- Justice and Respect – AI must not harm or deceive.

It must also:

- Put pupil welfare, safety and wellbeing first.
- Support high-quality teaching and learning.
- Maintain academic integrity.
- Protect personal and sensitive information.
- Promote equality, inclusion and fairness.
- Be transparent and accountable.
- Remain subject to human oversight.
- Comply with all legal and regulatory requirements.

6. Approved Use of AI

Staff may use AI to support:

Teaching and Learning

- Generate lesson ideas and planning support.
- Create model texts and worked examples.
- Simplify texts for pupils with SEND.
- Generate differentiated activities.

- Produce comprehension questions.
- Generate maths, science and reasoning questions.
- Create images and visual resources.
- Support reading and literacy interventions.
- Provide alternative explanations of concepts.
- Develop curriculum resources.

Administration

- Draft reports.
- Draft letters and emails.
- Summarise documents.
- Create meeting notes.
- Generate action plans.
- Support policy development.
- Create presentations and training materials.
- Produce summaries and briefing documents.

Professional Development

- Research educational approaches.
- Support reflective practice.
- Generate training materials.
- Assist with strategic planning.

All AI-generated outputs must be reviewed, amended and approved by a member of staff before use.

7. Prohibited Uses

AI must not be used to:

- Replace professional judgement.
- Make decisions regarding pupil attainment, behaviour or safeguarding.
- Automatically grade or assess pupils without human review.
- Create harmful, discriminatory or inappropriate content.
- Generate content that promotes bullying, harassment or abuse.
- Impersonate individuals.
- Produce misleading communications.
- Upload confidential school information.
- Upload personal or sensitive pupil information.
- Upload images of pupils without approved legal and safeguarding processes.

8. Data Protection and Privacy

The school will comply with:

- UK GDPR
- Data Protection Act 2018
- Keeping Children Safe in Education
- DfE AI Guidance

Staff must not enter:

- Pupil names
- Dates of birth
- Addresses
- Assessment records
- SEND information

- Safeguarding records
- Staff personnel information
- Any confidential or sensitive data

into publicly accessible AI systems.

Before adopting new AI systems, the school will:

- Assess privacy and security controls.
- Review terms of service.
- Complete a Data Protection Impact Assessment (DPIA) where required.
- Obtain appropriate approvals.

Any suspected breach involving AI must be reported immediately to the Data Protection Officer and Principal.

9. Intellectual Property and Copyright

The school recognises that:

- Pupils retain ownership of their original work.
- Staff retain rights to original creative work where applicable.
- Copyright law applies to AI-generated and AI-assisted content.

Staff must:

- Not upload pupil work to AI systems without appropriate permission and legal basis.
- Not use pupil work to train AI systems.
- Verify copyright compliance before publishing AI-generated content.
- Check licensing arrangements for AI-generated images and resources.

The school will seek legal advice where copyright implications are unclear.

10. Safeguarding and Online Safety

AI presents both opportunities and risks.

The Designated Safeguarding Leads (DSLs) will:

- Monitor emerging AI-related safeguarding risks.
- Review incidents involving AI misuse.
- Ensure filtering and monitoring systems remain effective.
- Support staff training.

All concerns regarding AI-generated harmful content must be reported through existing safeguarding procedures.

11. Staff Responsibilities

Team/Individual	Responsibilities
Senior Leadership Team	➢ Oversee the implementation of AI tools and ensure alignment with the school's educational objectives. ➢ Ensure that staff are appropriately trained in the use of AI tools. ➢ Ensure that pupils are safeguarded adequately, including ensuring that they are protected from potentially harmful and inappropriate online material. ➢ Identify and report risks associated with the planned use of AI tools.
Governing Body	➢ Ensure that the policy reflects the values and ethos of the school, is easy to understand and takes into account stakeholder feedback. ➢ Monitor policy implementation, ensuring staff and pupils understand what is expected of them and how to stay safe. ➢ Ensure risks associated with the implementation of this policy are documented (via the risk register) and controlled appropriately.
Teachers	➢ Use approved AI tools. ➢ Integrate AI tools into teaching practice to enhance learning experiences. ➢ Regularly assess the effectiveness of AI tools in supporting pupil progress. ➢ Fact-check AI-generated content. ➢ Identify bias, inaccuracies and inappropriate content. ➢ Protect confidential information. ➢ Report concerns promptly
Computing Lead	➢ Manage the technical aspects of AI implementation, including data security and system maintenance.
External parties (suppliers etc)	➢ Provide independent expert advice on AI systems. ➢ Provide evidence and assurance that third party systems are safe, compliant and effective. ➢ Alert the to any changes to their own policies that relate to use of AI.
Data Protection officer (DPO)	➢ Ensure that the development and use of AI tools complies with regulations and existing policies. ➢ Monitor usage to ensure compliance.

12. Responsible Prompting

Staff should apply effective prompting principles:

P.O.A.S.A.B.I

- Persona – Define the role.
- Objective – State the purpose.
- Audience – Identify intended users.
- Specificity – Be precise.
- Activity – Explain required tasks.
- Boundaries – Set limitations.
- Iterate – Refine and improve outputs.

AI should be viewed as a starting point rather than a final product.

13. Use of AI

How teachers might use AI:

Example use by teacher	Considerations
Drafting lesson plans	The output may be factually incorrect or lack sound pedagogical foundations. Nonetheless, it may be a useful starting point.
Help with design of quiz questions or other exercises	AI can quickly generate multiple choice quizzes and assessment ideas, but they should be reviewed carefully as it can produce plausible but incorrect information.
Providing feedback to pupils	Generative AI should not be used to mark pupil work.
Customising materials (simplifying language, adjusting to different reading levels, creating tailored activities for different interests)	Generally, when asked to customise material, generative AI won't introduce new concepts, and so is less likely to introduce factually incorrect information.

How pupils might use AI:

Example use by pupil	Considerations
To formulate ideas, for example creating essay structures	Generative AI tools are generally effective in producing outlines as a starting point for an assignment.
To provide feedback on writing	Generative AI will proofread and correct text for pupils, in a similar way to grammar tools. It will also provide feedback on style and content. Pupils will need clear advice on when this should be declared.
As a research tool	A good understanding of the tool and its limitations is crucial here, particularly the tendency for generative AI to give misinformation.
Generating images to include in assignments	Image generation tools may come at a cost and pupils need to be aware of copyright concerns.

How leaders, the governing board and governance professionals might use AI:

Example use	Considerations
Formulating policies and procedures	The quality and content of the final document remains the professional responsibility of the person who produced it and the organisation they belong to.
Drafting communications to staff, parents and other stakeholders	AI tools can help to plan and structure communications and apply a consistent style and format. However, users should be aware of limitations around inclusive language and ensure content is accessible and suitable for all stakeholders.

Drafting meeting minutes	AI tools can use verbatim transcripts or notes as a source to help produce meeting minutes efficiently. Be aware of the need to maintain confidentiality and discuss the format of minutes with the board.

Pupil access to AI tools will be age-appropriate and supervised.

Pupils will:

- Learn about AI through the computing curriculum.
- Develop understanding of how AI works.
- Explore benefits, risks and limitations.
- Learn how to evaluate AI-generated information critically.
- Learn safe and responsible use of emerging technologies.

Pupils must not:

- Submit AI-generated work as their own.
- Use AI to cheat or gain unfair advantage.
- Access harmful or inappropriate content.
- Upload personal information.
- Use unapproved AI tools in school.

14. Assessments and Academic Integrity

The school will maintain the integrity of all assessments.

AI use in assessed work must comply with STA guidance.

Indicators of possible AI misuse may include:

- Sudden changes in writing style.
- Inaccurate references.
- Overly sophisticated vocabulary.
- Generic responses lacking personal understanding.
- Inconsistent quality compared with previous work.

The school may use AI detection tools and professional judgement to investigate concerns.

Misuse of AI may be treated as academic malpractice.

15. Training and AI Literacy

The School will provide regular training for:

- Staff
- Governors
- Support staff

Training will cover:

- Safe and ethical AI use.
- Data protection.
- Copyright.
- Safeguarding.
- Prompt engineering.
- Bias and misinformation.
- Professional responsibilities.

16. Monitoring and Review

The Principal, DSLs, DPO and Computing Lead will monitor implementation of this policy.

The school will:

- Review approved AI tools regularly.
- Audit AI usage periodically.
- Review the impact of AI tools on teaching and learning outcomes.
- Monitor safeguarding and data protection incidents.
- Update the AI policy in response to technological developments and statutory changes.

This policy will be reviewed annually or sooner where significant developments in AI technology or legislation occur.

Related Policies

- Safeguarding and Child Protection Policy
- Online Safety Policy
- Data Protection Policy
- Behaviour Policy
- Staff Code of Conduct
- Acceptable Use Agreement

'Technology must be at the service of humanity and not humanity at the service of technology.'
Pope Francis

'Humanity- in all its grandeur and woundedness- must never be replaced or surpassed.'
Pope Leo XIV