OAK GREEN SCHOOL
Believe, Achieve, Succeed

Policy

Artificial Intelligence (including Machine Learning) Policy for

Pupils, Parents and Carers

Background to the policy

Although Data Protection law does not specifically define or discuss the guidelines for Artificial Intelligence ('AI'), the guidance from the Information Commissioner's Office and the UK government defines it as using non-human systems to imitate human intelligence.

In this time of constant development and increased usage, there is a need to provide you with an awareness of how AI will be used by the school and the guidelines for usage by pupils, especially if being used to in school to complete work. For the purpose of this policy we will refer to Machine Learning as 'ML'.

Artificial intelligence

- AI allows a machine to simulate human intelligence to solve problems;
- AI uses technologies in a system so that it mimics human decision-making;
- AI works with all types of data: structured, semi-structured, and unstructured;
- AI systems use logic and decision trees to learn, reason, and self-correct.

Machine learning

- ML allows a machine to learn autonomously from past data;
- ML uses self-learning algorithms to produce predictive models;
- ML can only use structured and semi-structured data;
- ML systems rely on statistical models to learn and can self-correct when provided with new data.

Staff authorised usage of AI/ML

Staff will comply with the terms of the workforce specific policy when using generative AI to carry out educational activities.

Where personal data is used with AI applications, an ICO risk assessment and/or data protection impact assessment ('DPIA') will be been carried out to ensure transparency in how AI will be used and what mitigating steps have been taken to reduce any potential

risk of harm to pupils, staff and any other data subjects whose data might be shared with the authorised systems.

Authorised AI/ML applications

Before allowing new AI applications for educational purposes the School will consider the following:

- Is AI/ML improving the quality of a teacher's day-to-day work?
- Will teachers experience less workload and more ability to focus on effectively teaching their pupils?
- If classroom AI is being used will this provide teachers with more detailed insights into their pupils' learning?
- If AI/ML systems are being used to support teachers and pupils are the protections for privacy adequate?

Pupil usage of AI/ML

The school does not permit pupil usage of any AI/ML application in homework assignments without the express permission of a member of staff during the course of the school day and without a consent form being signed by parents/carers. Apps and software that have been pre-approved and downloaded by the school may be used under supervision. Examples of these would be pupils taking advantage of automated reading of texts, using speech to text technology which may be enabled on specific school owned devices and those apps, interactive games and other software that rely on AI/ML such as the augmented reality technology used in Real PE's Bursts app and any new technologies on boarded in the Google Workspace for Education suite.

As captured in the School's Online Safety Acceptable Use Policy, Appendix A – KS2 Pupil Contract, we will require parents/pupils to sign to ensure appropriate usage of AI and they are reminded of the permitted usage along with an outline of what classes as AI misuse.

Pupils should be made aware that when using Google as the main search engine searches should be appended with (space) -ai to generate non AI results. Pupils should also be made aware how to change the search engine to a pupil friendly option such as https://swiggle.org.uk/ or https://duckduckgo.com/.

Data Privacy

The school are yet to permit or encourage the usage of AI to process personal data at this time but are aware of the data protection responsibilities to be transparent of such usage and will update the policy as and when needed.

Related Policies

Parents, Carers and pupils can refer to the following policies that are related to this AI Policy: -

- Data Protection Policy
- Privacy notice for parents and pupils
- Online Safety Policy
- Acceptable Use Policy for pupils
- Social Media and Networking Policy
- Use of Mobile Phones, Personal Devices and Imaging Devices Policy

These are available on the school website or upon request from the school office.

Breach of this policy

If at any time you feel a data breach has occurred in relation to data used, stored or shared with the AI system, please notify the GDPR Lead at GDPR@oakgreen.bucks.sch.uk so the matter can be investigated.