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DATA & TECHNOLOGY

Artificial Intelligence Policy

Using AI to help make great resources — without risking students' data or accuracy.



POLICY OWNER

Data Protection Lead

APPLIES TO

Staff, specialists and students

THE ONE RULE TO REMEMBER

AI drafts; a human checks. No personal data in public AI tools.**Green — allowed**

Drafting practice questions, explanations and parent newsletters; checking spelling; generating ideas. Every output checked by a specialist before use.

Amber — ask first

Any new AI tool; AI used to mark or give feedback on student work; AI images in marketing.

Red — never

Entering names, scores, reports, safeguarding or health information into a public AI tool; AI note-takers in parent or safeguarding meetings; letting AI make decisions about a child.

Figure 15 — AI traffic light for staff and specialists.

Rules for staff

- Every AI-produced question, answer or explanation is checked against our content standards before it reaches a student.
- Use centre-managed accounts where provided, with the setting that stops the provider training on our content switched on.
- Respect copyright: do not paste in whole published papers or third-party material.

Rules for students

Homework is the student's own work unless the specialist says AI may be used. In the 11+ and GCSE exams AI is not available, so we build the skills without it.