



DURLSTON

PREP & SENIOR SCHOOL

ARTIFICIAL INTELLIGENCE (AI) POLICY

This policy relates to all sections and activities of the school e.g. the Senior School and Pre-Prep (including EYFS), Wrap Around Care, Offsite Activities and School run Holiday Activities or Clubs.

1 PURPOSE

- 1.1** The purpose of this policy is to establish guidelines for the ethical, secure and responsible use of Artificial Intelligence (AI) technologies in our school community. It is designed to provide a framework for the appropriate use of AI technologies, while ensuring that pupils' privacy, security and ethical considerations are considered.

2 OBJECTIVES

- 2.1** This policy applies to all members of our school community, including pupils, teachers, office staff and other stakeholders, who may use generative AI technologies in the school environment.

3 POLICY STATEMENT

- 3.1** Durlston School is committed to using AI technologies in an ethical, transparent and responsible manner. We acknowledge that AI technologies have the potential to significantly enhance pupil learning and engagement, but we also recognise the importance of protecting pupil privacy and ensuring that the use of these technologies is consistent with ethical considerations.
- 3.2** The use of AI technologies in school aligns with our mission to provide a high-quality education that prepares pupils for success in the twenty-first century. AI technologies have the potential to support personalised learning and help teachers identify areas where pupils need extra support. They can also support research and writing activities and provide opportunities for pupils to develop skills related to critical thinking, problem solving and digital literacy.

4 RESPONSIBILITIES

- 4.1** At Durlston School, the following individuals and groups are responsible for the implementation and maintenance of the policy:
- The IT Committee, and the Head of IT are responsible for providing resources, guidance and support to staff for the implementation of the policy.
 - Teaching staff are responsible for implementing the policy in their classrooms, including providing instruction on the ethical and responsible use of AI technologies.
 - Office staff are responsible for ensuring that AI technologies are used in compliance with the policy, including data privacy and security policies.
 - Pupils are responsible for using AI technologies in an ethical and responsible manner, as outlined in this policy.
 - Parents are responsible for supporting their children's appropriate and ethical use of AI technologies, in compliance with this policy.

5 ETHICAL CONSIDERATIONS, TRANSPARENCY AND ACCOUNTABILITY

- 5.1** Durlston School recognises the potential benefits of integrating AI technologies into the educational environment. This policy outlines the principles and guidelines for the responsible use of AI within the school community, in accordance with the standards set forth by the Joint Council for Qualifications (JCQ) and the Department for Education (DfE).

- 5.2** There will always be human oversight and control over any AI systems, particularly in decision-making processes that may impact pupils' education. We will ensure that staff and pupils are adequately trained to understand and interpret the outputs of AI technologies, including its limitations and potential biases.

6 DATA PRIVACY AND SECURITY

- 6.1** The School will adhere to data protection laws, as outlined in the School's GDPR Policy, to ensure the privacy and security of pupil and staff data. Any data collected through AI technologies will only be used for legitimate educational purposes.
- 6.2** Prior to the use of AI technologies involving data collection, informed consent will be obtained from pupils, parents, or legal guardians. The purpose, scope and implications of data usage will be clearly communicated.

7 ACCESS AND EQUITY

- 7.1** Efforts will be made to ensure that AI technologies are accessible to all pupils, regardless of abilities or disabilities. The school will work towards removing barriers to access and providing necessary accommodations.
- 7.3** The deployment of AI technologies will be done in a manner that ensures equitable access to educational resources and opportunities for all pupils.

8 ACCEPTABLE USE OF AI

- 8.1** The School recognises the fundamental importance of pupil wellbeing and the safe use of the internet. Pupils should only use AI in a safe and responsible manner. Staff must educate pupils on the safe use of AI and the internet. The School's Child Protection (Safeguarding) and Pupil Acceptable Use of ICT policies must be followed to ensure the safety and wellbeing of pupils.
- 8.2** Clear guidelines will be communicated for the acceptable use of AI technologies within the school. Users will be educated on responsible use.
- 8.3** The School prohibits the use of AI technologies for any activities that violate laws, regulations, or ethical standards. This includes, but is not limited to, cheating, plagiarism, and any form of academic dishonesty.

9 ACADEMIC INTEGRITY

- 9.1** AI can be used as an aid for academic purposes, such as, research, homework, and assignments, where permitted by the teacher. However, it is essential to note that pupils should not solely rely on AI to complete their work.
- 9.2** The use of AI must be in line with academic integrity guidelines, as outlined in this policy, and underpinned by the JCQ guidance 'AI Use in Assessments: Protecting the Integrity of Qualifications - Guidance for Teachers & Assessors' (published on 26 April 2023 and revised on 30 April 2025) and the DfE guidance, 'Generative Artificial Intelligence (AI) in Education' (last updated: 12 August 2025).
- 9.3** AI must not be used in exams, as this constitutes exam malpractice. Pupils must not use AI to answer exam questions or seek assistance during the exam.
- 9.4** The Deputy Head (Academic) and the Exams Officer should ensure that pupils are aware of this policy and the consequences of violating it.
- 9.5** The School is committed to upholding academic integrity. Pupils are prohibited from using AI technologies to engage in cheating or plagiarism. Clear consequences will be outlined for academic misconduct related to AI use.
- 9.6** Examples of AI misuse include, but are not limited to, the following:



- Copying or paraphrasing sections of AI-generated content so that the work is no longer the pupil's own.
- Copying or paraphrasing whole responses of AI-generated content.
- Using AI to complete parts of the assessment so that the work does not reflect the pupil's own work, analysis, evaluation or calculations.
- Failing to acknowledge use of AI tools when they have been used as a source of information.
- Incomplete or misleading acknowledgment of AI tools.
- Submitting work with intentionally incomplete or misleading references of bibliographies.

9.7 Suspected breaches of academic integrity related to the use of AI technologies will be treated in line with the School's Behaviour Management and Examinations policies, as appropriate.

10 ASSESSMENT PROCESSES

- 10.1** As per the School's Examinations Policy, pupils must submit work for assessments which is their own. This means both ensuring that the final product is in their own words, and is not copied or paraphrased from another source, such as, an AI tool, and that the content reflects their own independent work.
- 10.2** AI tools must only be used when the conditions of the assessment permit the use of the internet, and where the pupil is able to demonstrate that the final submission is the product of their own independent work and independent thinking.
- 10.3** The School fully aligns with the JCQ guidelines 'AI Use in Assessments: Protecting the Integrity of Qualifications - Guidance for Teachers & Assessors' (published on 26 April 2023 and revised on 30 April 2025) and the DfE guidance, 'Generative Artificial Intelligence (AI) in Education' (last updated: 12 August 2025).

11 CITATION AND REFERENCING

- 11.1** It is essential that pupil's reference the sources they have used when producing assessed work. Where pupils use AI for assessed work, they must acknowledge its use and show clearly how they have used it. Pupils and staff should be clear that AI-generated content is not subject to the same academic scrutiny as other published sources, and therefore they must exercise caution. Refer to section 12 below.
- 11.2** Where AI tools have been used as a source of information, a pupil's acknowledgement must show the name of the AI source, and should show the date the content was generated. Further guidance regarding citation and referencing can be found in the JCQ guidelines highlighted in section 10.3 above.

12 AI ACCURACY AND CREDIBILITY

- 12.1** Teachers and pupils should be aware that AI tools are still being developed and there are often limitations to their use, such as producing inaccurate, misleading or inappropriate content.
- 12.2** AI-generated information needs to be scrutinised for accuracy and credibility before it is used for educational purposes. Teachers will guide pupils in critically evaluating AI-generated information and understanding its limitations.



12.3 AI-generated content should be fact-checked using these specifics:

- The author of the source material
- The website's or author's credentials
- What the original source says and in what context
- The reason why the information was shared
- If there are biases present
- How recent the information or study was published
- Who else is citing the source

13 STAFF PROFESSIONAL DEVELOPMENT

13.1 Staff will receive training on the use of AI technologies in education from the IT Committee or other members of the SLT as appropriate. Professional development opportunities will aim to emphasise the ethical use of AI technologies, ensuring that educators are proficient in guiding pupils towards responsible AI usage.

13.2 We are committed to looking for opportunities to use AI, which will bring about benefits for teachers and pupils. For example, teachers may want to make use of AI to create and support lesson resources. We will explore ways to use AI to reduce workload.

14 REVIEWING AND UPDATING THIS POLICY

14.1 This Artificial Intelligence (AI) Policy is developed in compliance with the guidelines provided by the Joint Council for Qualifications (JCQ) and the Department for Education (DfE), 'Generative Artificial Intelligence (AI) in Education (published on 29 March 2023; last updated on 30 April 2025).

14.2 The School is committed to regularly reviewing and updating this policy to align with emerging best practices, technological advancements, and changes in regulations.

14.3 The School will annually review this policy and assess the implications of AI technologies and be prepared to adjust or discontinue the use of certain technologies if concerns arise.

APPENDICES

APPENDIX 1 – SCOPE OF USE

staff Use

Staff may use AI for:

- *Lesson planning or resource creation*
- *Formative feedback and marking support*
- *Administrative tasks* (letters, reports, planning)

Guidelines:

- Staff must critically verify all AI outputs.
- AI-generated materials used publicly (e.g., on the website) must be checked for copyright and quality.

Pupil Use

AI tools may be permitted when:

- *Carefully supervised*
- Safety settings and monitoring are enabled
- Use aligns with the learning objective



Pupils must:

- Understand when and how to use AI responsibly
- Not use AI to *misrepresent their work*
- Acknowledge AI involvement where appropriate

We may also choose to *restrict AI use* in certain age groups, subjects, or assessments, based on safeguarding and learning outcomes.

APPENDIX 2 – STUDENT GUIDE

Using AI at Our School – Student Guide

1. What is AI?

Artificial Intelligence (AI) is computer software that can help create text, images, answers, or ideas. Examples include chatbots and writing tools.

AI can be useful for learning, but it must be used responsibly.

2. Why We Use AI

We use AI to:

- Help with learning and understanding topics
- Support creativity and ideas
- Improve digital skills

AI is a **tool**, not a replacement for your own thinking.

3. How You May Use AI

You may use AI when your teacher allows it to:

- Get ideas or explanations
- Check spelling or grammar
- Practise questions
- Support research

Always follow your teacher's instructions.

4. How You Must Not Use AI

You must not:

- Use AI to do your work for you
- Copy AI answers and submit them as your own
- Use AI in tests or exams unless allowed
- Enter personal or private information into AI tools
- Use AI to create harmful, rude, or unsafe content

Using AI to cheat is against school rules.



5. Be Honest About AI

If you use AI to help with your work:

- Tell your teacher if asked
- Be ready to explain what you learned
- Make sure the final work is in your own words

Your learning matters more than perfect answers.

6. Stay Safe Online

When using AI:

- Do not share your name, address, photos, or passwords
- Tell a teacher if something makes you uncomfortable
- Use only approved or recommended tools

Your safety comes first.

7. Think Carefully

AI is not always right. It can:

- Make mistakes
- Give biased or unfair answers
- Share wrong information

Always check facts and think for yourself.

8. What Happens If Rules Are Broken

If AI is used wrongly:

- Work may not be accepted
- Sanctions may be given
- Parents/carers may be informed

We want to help you learn, not catch you out.

9. Remember

- ✓ Use AI to support learning
- ✓ Be honest
- ✓ Stay safe
- ✓ Do your own thinking
- ✓ Ask if unsure

If you are ever unsure about using AI, speak to a teacher.



APPENDIX 3 – INFORMATION FOR PARENTS AND CARERS

Artificial Intelligence (AI) in Our School – Information for Parents and Carers

1. What Is AI?

Artificial Intelligence (AI) refers to computer tools that can generate text, images, and answers, such as chatbots and writing assistants. These tools are becoming more common in education and everyday life. Our school uses AI carefully to support learning while keeping children safe.

2. Why We Use AI

When used properly, AI can:

- Help pupils understand topics more clearly
- Support creativity and problem-solving
- Improve digital and critical thinking skills
- Prepare pupils for future education and employment

AI is used to support learning, not replace teaching or independent thinking.

3. How Pupils May Use AI

Pupils may use AI when approved by teachers for activities such as:

- Research and revision
- Drafting ideas
- Checking spelling and grammar
- Practising skills

All use is supervised and linked to learning objectives.

4. How Pupils Must Not Use AI

To protect learning and fairness, pupils must not:

- Use AI to complete work instead of learning themselves
- Submit AI-generated work as their own
- Use AI in assessments unless permitted
- Share personal or sensitive information
- Create or access inappropriate content

Using AI to cheat is treated in line with the school's behaviour and assessment policies.

5. Safeguarding and Data Protection

The school:

- Assesses AI tools before use
- Applies filtering and monitoring systems
- Follows UK GDPR and data protection law
- Prohibits sharing of personal data with AI systems

Pupil safety and privacy remain our highest priorities.



6. Teaching Responsible Use

We teach pupils to:

- Use AI ethically and honestly
- Think critically about information
- Understand the limits of AI
- Make safe online choices

This forms part of our digital citizenship and online safety education.

7. Assessments and Academic Integrity

Clear guidance is given to pupils about when AI is allowed in coursework and homework. In formal assessments, AI use is restricted in line with exam board regulations.

Teachers monitor work to ensure it reflects pupils' own understanding.

8. Working in Partnership with Parents

We encourage parents and carers to:

- Talk to children about responsible AI use
- Support independent learning at home
- Monitor online activity where appropriate
- Contact the school with any concerns

Working together helps pupils develop healthy digital habits.

9. Further Information

Our full AI policy is available from the school office/website. If you have questions about how AI is used in school, please contact us.

Our Commitment

We are committed to using AI:

- ✓ Safely
- ✓ Responsibly
- ✓ Ethically
- ✓ In ways that support learning

Created by: Mr R May
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Reviewed by: SLT
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Ratified by: The Risk Committee of the Board of Governors
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