



KETTLETHORPE HIGH SCHOOL

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Use Of Artificial Intelligence (AI)

September 2026 – August 2027



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Introduction

Kettlethorpe High School understands the valuable potential of artificial intelligence (AI). For example, it can be used to enhance lesson planning, customise learning experiences and progress educational innovation. However, there are significant risks posed by AI, including data protection breaches, copyright issues, ethical complications, safeguarding and compliance with wider legal obligations.

The aim and scope of this policy is 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 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

Legislation

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

- [Keeping Children Safe in Education \(KCSIE\) 2026](#)
- [Sharing nudes and semi-nudes: advice for education settings working with children and young people.](#)
- [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 Data Protection, Privacy and Electronic Communications \(Amendments etc\) \(EU Exit\) Regulations 2020](#)
- [Data Protection Act 2018 \(DPA 2018\)](#)

Regulatory Principles

Kettlethorpe High School follows the 5 principles set out in the AI regulation white paper:

Principle	Kettlethorpe High School 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

Roles and responsibilities

AI Lead

The school's AI Lead is Chris McKenna (IT Manager).

Governing Body

The governing board will:

- Take overall responsibility for monitoring this policy and holding the headteacher to account for its implementation in line with the school's AI strategy
- Ensure the headteacher 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 'Staff and governors use of AI' and 'Approved AI Tools')
 - Seek advice from the data protection officer / AI lead and the designated safeguarding 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

Headteacher

The headteacher will:

- Liaise with the data protection officer (DPO) and AI Lead to ensure that the use of AI is in accordance with data protection legislation
- Liaise with the DSL to ensure that the use of AI is in accordance with Keeping Children Safe in Education and the school's child protection and safeguarding policy
- 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

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 DPO is Andrew Lodge (Business Manager).

Designated safeguarding lead (DSL)

The DSL 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.
- Ensuring AI-related safeguarding risks, including AI-generated intimate images, AI-enabled bullying, impersonation and deepfake content, are appropriately assessed and responded to.
- Updating and delivering staff training on AI safeguarding threats
- Responding to safeguarding incidents in line with Keeping Children Safe in Education (KCSIE) and the school's child protection and safeguarding policy
- Understanding the filtering and monitoring systems and processes in place on school devices
- Working with the AI Lead and IT Manager to conduct and document an annual review of filtering and monitoring arrangements, including controls for generative AI technologies and AI-powered services.

The school's Senior DSL is Kathryn Hargreaves.

All Staff

Kettlethorpe High School encourages staff to explore opportunities to meet aims and 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 'Staff and governors use of AI' and 'Approved AI Tools')
- Seek advice from the data protection officer / IT / AI lead, as appropriate
- Report safeguarding concerns to the DSL in line with our school's child protection and safeguarding policy
- 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 Kettlethorpe High School staff have a responsibility to guide pupils in critically evaluating AI-generated information and understanding its limitations.

Pupils

Pupils must:

- Follow the guidelines set out in section 'Use of AI by pupils'.

Staff and governors' use of AI

Approved use of AI

Kettlethorpe High School is committed to helping staff and governors reduce their workload. AI tools can make certain written tasks quicker and easier to complete but cannot replace the judgement and knowledge of a human expert.

When AI tools or resources are used to produce plans, policies or documents, the quality and content of the final document remain 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.

Staff are only permitted to use approved AI tools. Please refer to the 'Approved AI Tools' section of this report.

Due to the rapidly evolving nature of AI, this policy will be updated throughout the year if required and shared with all staff. This will include all AI approved tools which can be used at Kettlethorpe High School.

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 regards to using AI. The AI lead will discuss with the headteacher to enable a decision to be made.

The headteacher is responsible for approving the uses of AI, or new AI tools, taking into account advice from the AI lead, the DPO and data protection impact assessments.

Data protection and privacy

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

If personal and/or sensitive data is entered into an unauthorised AI tool, Kettlethorpe High School will treat this as a data breach and will follow the personal data breach procedure outlined in our data protection policy.

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 exemption to copyright.

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

Bias

Kettlethorpe High School is aware that AI tools can perpetuate existing biases, particularly towards protected characteristics including sex, race and disability. For this reason, critical thought must be applied to all outputs of authorised AI applications. This means fact and sense-checking the output.

Kettlethorpe High School will ensure that they are able identify and rectify bias or error by training staff in this area.

Regularly review of the schools' use of AI to identify and correct any biases that may arise.

If parents/carers or pupils have any concerns or complaints about potential unfair treatment or other negative outcomes as a consequence of AI use, these will be dealt with through the usual complaints procedure.

Raising concerns

Kettlethorpe High School encourages staff and governors to speak to the AI Lead or headteacher 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.

Safeguarding concerns arising from the use of generative AI must be reported immediately to the DSL in accordance with our school's child protection and safeguarding policy.

Ethical and responsible use

Kettlethorpe High School 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:

- Create, edit, possess or share AI-generated images designed to embarrass, humiliate, bully or harass another person.
- Create or distribute AI-generated indecent or sexualised images of any person.
- Use AI tools to impersonate staff, pupils or parents through voice, image or video generation.
- Use AI to fabricate evidence or make false allegations against others.
- Input offensive, discriminatory or inappropriate content as a prompt.

Use of AI by pupils

Pupils **may** use AI tools for the following:

- 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.

Pupils **may not** use AI tools for the following:

- 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.

Kettlethorpe High School consider any unattributed use of AI-generated text or imagery to be plagiarism and will follow the plagiarism procedures.

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

- Create, edit, possess or share AI-generated images designed to embarrass, humiliate, bully or harass another person.
- Create or distribute AI-generated indecent or sexualised images of any person.
- Use AI tools to impersonate staff, pupils or parents through voice, image or video generation.
- Use AI to fabricate evidence or make false allegations against others.
- Input offensive, discriminatory or inappropriate content as a prompt.

AI Awareness and Online Safety:

- Deepfakes and manipulated media.
- AI-generated misinformation.
- AI-enabled bullying and harassment.
- The risks associated with AI chatbots and AI companion applications.
- How to critically evaluate AI-generated content.
- How and when to report concerns involving AI-generated content.

Formal Assessments

Kettlethorpe High School will continue to take reasonable steps where applicable to prevent malpractice involving the use of generative AI in assessments.

Kettlethorpe High School follows the latest guidance published by the Joint Council for Qualifications (JCQ) on [AI use in assessments](#)

Staff training

Staff training will be provided training when required or on request. This will ensure the following:

- All staff have a good understanding of AI technologies and their educational applications.
- Staff understand safeguarding risks associated with AI, including deepfakes, AI-generated intimate imagery, impersonation, misinformation and AI-assisted bullying.
- Staff understand how to identify and report AI-related safeguarding concerns.
- Staff understand data protection and privacy requirements when using AI.
- To achieve continuing professional development (CPD).
- To inform staff of developments within AI and new tools introduced by the school.

Referral to child protection and safeguarding policies

Kettlethorpe High School is aware that the use of AI may in some circumstances lead to safeguarding concerns including, but not limited to:

- Sexual grooming
- Sexual harassment
- Sexual extortion
- Child sexual abuse/exploitation material
- Harmful content
- Harmful advertisements and promotions
- Bullying
- AI-generated intimate images ("deepfakes" or "deep nudes")
- Digitally altered or manipulated images involving children
- AI-enabled impersonation of pupils, staff or parents
- Harm arising from AI chatbots, AI companions or simulated online interactions
- AI-generated misinformation used to target, harass or exploit pupils

Where there are safeguarding concerns arising from the use of AI, a report must be made to the DSL immediately.

Such incidents will be recorded, risk assessed and managed in accordance with KCSIE, local safeguarding procedures and the school's child protection policy..

Breach of this policy

By staff

Breach of this policy by staff will be dealt with in line with Kettlethorpe's 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 the school 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 AI lead or headteacher immediately.

By Governors

Governors found in breach of this policy will be reported to Wakefield Education Services at Wakefield Council.

By Pupils

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

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 AI lead of Kettlethorpe High School 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. The AI lead and DPO officer are responsible for ensuring that the policy is followed.

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

Kettlethorpe High School will ensure members of the school community kept up to date on the use of AI technologies for educational purposes.

Approved AI Tools

Before any AI tool is approved for staff or pupil use, the school will complete a Data Protection Impact Assessment (DPIA) where required under UK data protection legislation. Particular consideration will be given to tools processing children's personal data, biometric data, behavioural data, assessment data or staff HR information.

Staff are only able to use the following AI tools when carrying out work for and with Kettlethorpe High School. Any breach of this policy will be dealt with as outlined in the 'Breach of this policy'.

Approved AI Tools	Approved For
M365 Copilot	All staff & Governors
Key GPT	All staff & Governors
Quizgecko	All Staff & Governors