

INSPIRE LEARNING

AI in SBC Education Policy

Policy Content (updated January 2026)

- 1. Purpose:** The purpose of this policy is to establish guidelines for the responsible and educational use of AI tools, specifically chat applications powered by AI. These tools, are integrated into the learning to enhance educational experiences and foster innovative approaches to learning.
- 2. Accessibility of AI Tools:** AI tools are accessible on the Inspire iPads. Chat GPT is available via safari and a number of recommended education apps and websites utilise AI tools to enhance educational materials (ie Quizzes, EduPuzzle, Canva & Teams Reader Progress).
- 3. Educational Purpose:** The primary use of AI tools within the classroom is for educational purposes, including research, problem-solving, language learning, and creative exploration. Students are encouraged to leverage these tools to broaden their understanding and skills in various subjects.
- 4. Responsible Use:** Students are expected to use AI tools responsibly, adhering to school guidelines and standards of conduct. Staff and students will be issued with guidelines for using AI tools (overleaf) prior to using the resources in class.
- 5. Supervision and Monitoring:** Teachers and school staff will provide supervision and guidance to ensure that students use AI tools in a safe and responsible manner. Particular supervision will be given to externally marked assignments where the potential for plagiarism is highest.
- 6. Privacy and Data Security:** The school is committed to protecting the privacy and data security of students. AI tools will be implemented in accordance with data protection regulations. It is made clear to staff and students that personal details must never be put into an AI tool.
- 7. Inclusive Learning:** AI tools are intended to support inclusive learning environments. Teachers are encouraged to explore ways in which these tools can be utilised to accommodate diverse learning styles and abilities. Staff will be encouraged to attend regional CLPL focused on using AI effectively.
- 8. Ethical Use:** Students will be educated on the ethical use of AI tools, emphasising the importance of respecting others, avoiding plagiarism, data protection and using AI responsibly in education.
- 9. Digital Literacy Curriculum:** The school will incorporate safe AI use into the digital literacy curriculum , helping students understand the capabilities, limitations, and ethical considerations associated with these technologies.
- 10. Regular Review:** The school will conduct regular reviews of the effectiveness and appropriateness of AI tools, making adjustments as needed to align with educational goals and emerging best practices.

By adhering to this AI Tools Usage Policy, we aim to leverage the benefits of AI technologies to enhance the educational experience for students while ensuring responsible and ethical use in alignment with the school's values and educational objectives.

AI Guidelines for Staff

There are many ways to use AI tools to support your teaching, enhancing lessons and reducing workload. Follow these simple tips to safely get the most out of the AI tools available to you.

1. **Purposeful Integration:** Understand the specific purpose of AI tools and integrate them into lessons to enhance, not replace, traditional teaching methods.
2. **Clear Communication:** Provide students with clear instructions on how AI tools will be used, along with expectations, guidelines, and learning objectives
3. **Digital Literacy Education:** Promote digital literacy by educating students on the basics of AI, including how these tools work, their limitations, and ethical considerations.
4. **Personalisation and Monitoring:** Leverage AI tools to personalise learning experiences, adapting content to individual student needs. Regularly monitor and evaluate the effectiveness of these tools.
5. **Ethical Considerations and Privacy:** Address ethical concerns related to AI, emphasising responsible use, privacy, and compliance with data protection laws. Prioritise student privacy when using AI tools in the classroom. Never allow personal data to be input into AI programmes

AI Guidelines for Students

There are many ways to use AI tools to support your learning safely. Follow these simple tips to get the most out of the AI tools available to you.

DO:

- Use AI programs as smart search engines that present information in ways that are easy to read and understand.
- Ask AI programs for clarification or explanations when you need help.
- Generate ideas, topics, and writing prompts using AI programs.
- Be transparent; attribute AI text and images properly when you use them in your own work.
- Use detailed, clear and unambiguous prompts when using AI tools

DON'T:

- Use AI programs to avoid completing course work or tasks. .
- Plagiarise or use text/images from AI programs in place of your own work.
- Use AI text or images without fact-checking and exploring potential plagiarism issues.
- Use AI when your teacher expressly forbids it.
- Input personal information about yourself or others into any AI programme.