

# **Hitchin Girls' School**

## **Artificial Intelligence (AI)**

### **Policy**



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## 1. Introduction

- 1.1. Artificial Intelligence (AI) technology is already widely used in both commercial and everyday applications, and its influence is anticipated to grow exponentially, impacting almost all industries and job sectors including education. Generative AI refers to technology that can be used to create new content based on large volumes of data on which models have been trained from a variety of works and other sources. Generative AI is a rapidly evolving and increasingly freely available technology generating writing, audio, codes, images and video simulations. Whilst this offers opportunities for schools and their students, it also increases risk. This policy is designed to provide a framework for the appropriate use of AI technologies, while ensuring that the privacy, security and ethical consideration of students and staff are taken into account. The guidelines outlined in this policy are in place to ensure academic integrity, responsible and inclusive use, safeguarding, and how to maintain ethical standards. It promotes transparency and clarity about Hitchin Girls' School's approach to AI so that stakeholders understand where and how AI is used and who is responsible. All students, teachers, and staff must adhere to this policy when using AI.
- 1.2. AI is an integral part of the modern world and offers numerous opportunities for enhancing teaching, learning, and administrative processes. Hitchin Girls' 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 student learning and engagement and reduce staff workload, but we also recognise the importance of ensuring that the use of these technologies is consistent with ethical considerations.
- 1.3. The use of AI technologies in Hitchin Girls' School aligns with our mission to provide a high-quality education that prepares all students for success in the modern workplace. AI technologies have the potential to support personalised learning. AI technologies can also provide opportunities for students to develop skills related to critical thinking, problem solving and digital literacy.
- 1.4. Hitchin Girls' School will harness the power of AI to enhance education, to support students and teachers, to create inclusive learning environments. We recognise that AI is a fast-moving technological development and we will update our AI policy as required.
  - 1.4.1. **Transparency:** We will be transparent and accountable in our AI decision-making processes.
  - 1.4.2. **Understanding AI:** AI will soon be a part of most productivity and creativity tools, blending with human output. We aim to guide users to use AI effectively and make good decisions.
  - 1.4.3. **AI accuracy and bias:** We will be mindful of identifying biases that derive from the data AI has been trained on or the ethical overlay that humans have added.
  - 1.4.4. **AI limitations:** While recognising and utilising the power of AI for educational benefits, we will also acknowledge its limitations.
  - 1.4.5. **Equity and inclusivity:** We will consider using AI to broaden our communities, bridge the digital divide, and create a supportive and inclusive AI culture.
  - 1.4.6. **Mental Health and Wellbeing :** We will be mindful of the potential of AI to impact both positively and negatively on mental health and wellbeing and will teach students and young people to use it responsibly.
  - 1.4.7. **Empowerment of Students:** AI should encourage active engagement, independent thinking, and the development of skills and attitudes for life. The capacity of AI to 'steal the struggle' from students is acknowledged and should be avoided.
  - 1.4.8. **Creative Collaboration:** We should embrace the opportunities AI presents to work together to be creators, not just content generators.
- 1.5. Hitchin Girls' School is committed to looking for opportunities to use AI which will bring about benefits for teachers and students. For example, we will explore ways to use AI to benefit and assist with workload.
- 1.6. This policy is developed in compliance with the guidelines provided by the Joint Council for Qualifications (JCQ) and Department for Education (DfE).

## 2. Principles/Scope

- 2.1. This policy applies to all staff, students and other stakeholders who may use AI technologies for anything related to and within Hitchin Girls' School.
- 2.2. This policy covers key areas of AI most relatable to the education sector, although is not limited to generative AI technologies, whether stand-alone products or integrated into productivity suites, e.g. Google Workspace. It relates to all content creation, including text, artwork, graphics, video and audio and large language models (LLMs).
- 2.3. This policy aligns with the Hitchin Girls' School IT strategy and complements other school policies such as Child Protection, Online Safety (including acceptable use), Remote Education Provision and relevant government guidance.
- 2.4. The use of AI in education in the UK is currently not governed by a single, comprehensive set of regulations. However, several relevant guidelines exist, including, Department for Education (DfE) guidance: [Generative artificial intelligence in education](#)
- 2.5. The Information Commissioner's Office (ICO) provides guidance on data protection and privacy, which is relevant when using AI tools that collect or process student data we must ensure we comply with these guidelines. (<https://ico.org.uk/>).
- 2.6. As this guidance and AI technologies change frequently the policy therefore will need to remain under regular review. We will monitor all guidance and collaboratively update this policy accordingly.

## 3. Benefits and risks

### 3.1. Benefits of AI in Education

- 3.1.1. **Enhanced Learning:** AI tutors can provide personalised learning experiences, identify knowledge gaps, and offer targeted support.
- 3.1.2. **Improved Efficiency:** AI tools can automate repetitive tasks, allowing teachers to focus on more strategic aspects of education.
- 3.1.3. **Accessibility:** AI-powered text-to-speech and speech-to-text tools can improve accessibility for disabled people, those with health conditions or impairments.
- 3.1.4. **Creative Exploration:** AI tools can foster creativity by generating ideas, music, fully realised design ideas, brainstorming content, and offering different perspectives.

### 3.2. Risks of AI in Education

- 3.2.1. **Plagiarism:** AI can be misused to generate content that is not original work.
- 3.2.2. **Bias:** AI algorithms can perpetuate biases present in the data they are trained on.
- 3.2.3. **Over-reliance:** Overdependence on AI tools can hinder critical thinking and problem-solving skills.
- 3.2.4. **Technical Issues:** Technical malfunction or limited functionalities of AI tools can disrupt learning.
- 3.2.5. **Safeguarding:** AI images can be generated without knowledge or consent, it can also generate biased or false content harmful to a person or group
- 3.2.6. **Wellbeing:** AI can generate images and information biased towards unrealistic standards which could be damaging. Hitchin Girls' Schools safeguarding and IT Acceptable Use policies must be followed in conjunction with this policy to ensure the safety and wellbeing of students.

## 4. Roles and Responsibilities

4.1. This Policy applies to all HGS staff, including temporary staff, consultants, governors, volunteers, and contractors, and anyone else working on our behalf. It is also applicable to students attending the school, but this group will require support and guidance from staff as part of their learning. It is essential therefore that education about AI, the risks, benefits and appropriate use must be a key part of the school's curriculum.

### 4.2. **The School's Leadership Team will:**

- 4.2.1. Develop and maintain the AI policy, ensuring it aligns with school values, JCQ guidelines, and best practices.
- 4.2.2. Stay informed about AI technology and best practices.
- 4.2.3. Ensure the Data Protection Officer advises about data protection obligations in relation to AI use.
- 4.2.4. Ensure the IT network team provides technical support and guidance on the operation of AI.
- 4.2.5. Ensure appropriate measures are taken by the network team to guarantee technical robustness and safe functioning of AI technologies.
- 4.2.6. Ensure all staff read and understand this policy before using any AI technology.
- 4.2.7. Provide staff training as appropriate to phase in AI tools, including ethical use, bias detection and effective use.
- 4.2.8. Ensure that all NEA and coursework suspected of malpractice is checked through an AI checker in a timely and robust way to ensure there is no contravention of rules outlined by JCQ ([AI use in assessments](#)).
- 4.2.9. Ensure all students are educated on responsible and ethical use of AI technologies including potential risks and consequences of relying solely on AI tools to complete work as well as the bias, accuracy and currency of information generated by AI.
- 4.2.10. Ensure that as part of the computing and personal development curriculum, students will learn about age appropriate AI, including ethical and safety concerns.
- 4.2.11. Monitor AI use in the school to identify potential issues and ensure compliance with the policy.
- 4.2.12. Address ethical concerns and promote AI literacy among staff and students.
- 4.2.13. Collaborate with stakeholders to ensure AI benefits all and addresses any concerns.
- 4.2.14. Stay informed about AI technology and best practices.
- 4.2.15. Ensure all members of the school community follow and adhere to rules and guidance on the [use of AI in assessments](#) given by the Joint Council for Qualifications (JCQ) or individual exam board expectations and ensure staff follow [JCQ guidance given to teachers](#).
- 4.2.16. Ensure that all staff receive training, appropriate to phase, on the use of AI technologies in education, which emphasise the ethical use of AI technologies, ensuring that educators are proficient in guiding students towards responsible AI use.
- 4.2.17. Ensure clear guidelines are communicated for the acceptable use of AI technologies with all stakeholders

### 4.3. **Staff will:**

- 4.3.1. Follow the AI policy and use AI tools ethically and responsibly in teaching.
- 4.3.2. Identify and report potential misuse of AI tools.
- 4.3.3. When using generative AI tools to create written text or resources for internal or external publications, integrate it thoughtfully and professionally into lesson plans, ensuring content is unbiased and inclusive.
- 4.3.4. Be aware where AI has been used and what additional professional review or revision has been carried out and check all text and resources produced for factual accuracy, quality, utility, language appropriateness, readability, and coherence. It is not required for staff to declare every use of AI when it forms a part of their day-to-day work.

- 4.3.5. Not use school AI age-appropriate tools or school data for personal gain or for any means in contravention of applicable laws.
- 4.3.6. Provide guidance and clear expectations to students on appropriate AI use and the consequences of violating this policy.
- 4.3.7. Model responsible and ethical use of Generative AI, integrating it into lessons to enhance teaching and learning without compromising academic integrity.
- 4.3.8. Participate in training on AI tools and ethical considerations.
- 4.3.9. Identify any training and development needs to ensure they adhere to this policy and discuss these with their line manager.

**4.4. Students at HGS will:**

- 4.4.1. Use age-appropriate AI tools as directed by teachers and within the guidelines of this policy which allow them to use AI for knowledge building, problem solving, data analysis and creative expression.
- 4.4.2. Adhere to expectations of academic integrity.
- 4.4.3. Acknowledge the use of any AI tools in their work (e.g. citing sources and mentioning AI assistance).
- 4.4.4. Be aware of potential biases in AI-generated content and not rely solely on it.
- 4.4.5. Always ask a teacher for clarification if they're unsure about using AI tools in their work.
- 4.4.6. Not use AI tools to generate content that is not their own work. This includes copying and pasting content directly from AI or using it to complete assignments without understanding. All students must ensure the content of their work complies with JCQ guidelines for NEA, coursework and assessments.
- 4.4.7. Not use AI to create and/or distribute content that is discriminatory, harmful, offensive, or intentionally biased. Students who do not use AI tools responsibly will be subject to sanctions, either at an internal school level or externally, if work is submitted for broader assessment.

**4.5. Parents of students attending HGS are responsible for:**

- 4.5.1. Supporting the school's AI policy and discussing responsible AI use with their child.
- 4.5.2. Being aware of the potential benefits and risks of AI in education.
- 4.5.3. Communicating with the school if they have concerns about AI use.

## 5. Acceptable use

- 5.1. AI technologies implemented within the school will be designed and used in a manner that promotes equity and inclusion. Efforts will be made to ensure that AI technologies are accessible to all students. The deployment of AI technologies will be done in a manner that ensures equitable access to educational resources and opportunities for all students.
- 5.2. Hitchin Girls' School recognises the fundamental importance of the wellbeing of students and the safe use of the internet. The school's safeguarding and IT Acceptable Usage policies must be followed to ensure the safety and wellbeing of students when using AI technologies.
- 5.3. 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.

## 6. Procedures

### 6.1. **Data privacy and security:**

- 6.1.1. Hitchin Girls' School will adhere to data protection laws as outlined in our GDPR/Data Protection Policies to ensure the privacy and security of student and staff data. Any data collected through AI technologies will only be used for legitimate educational purposes.
- 6.1.2. Adherence to GDPR is mandatory. Staff must ensure no identifiable characteristics of students are entered into AI tools without explicit approval. Certain types of information must never be provided, this includes:
  - 6.1.2.1. Passwords, usernames, or any school account details.
  - 6.1.2.2. Personally identifiable information or other sensitive or confidential material.
  - 6.1.2.3. Any data that hasn't been properly anonymised to ensure it is non identifiable.
  - 6.1.2.4. Any data that is not fully consistent with our GDPR Policies.
  - 6.1.2.5. Any data related to Hitchin Girls' School's Intellectual Property.
  - 6.1.2.6. Any data that is protected by copyright, unless it aligns with principles like fair use, educational exceptions, or if explicit permission has been granted.
  - 6.1.2.7. Any prompts or data, whose responses might result in reputational damage to the school.
  - 6.1.2.8. Any data from third parties where the individual has not explicitly consented for their data to be used with AI, except for data that is already in the public domain.
  - 6.1.2.9. You must not allow or cause the intellectual property of the school to be used to train generative AI.
  - 6.1.2.10. You must not allow or cause the original work of students to be used to train generative AI.

### 6.2. **Monitoring and Reporting**

- 6.2.1. The Senior Leadership Team is responsible for implementing and overseeing this policy, ensuring alignment with educational objectives, legal obligations, and ethical standards.
- 6.2.2. The Senior Leadership Team is also responsible for promoting an organisational culture that values responsible AI usage, maintaining a balance between innovation and ethical considerations. They will work collaboratively with teachers, students and experts, ensuring that all AI processes adhere to the policy. They will also be responsible for addressing any concerns related to the use of generative AI brought to their attention by any member of the school community.
- 6.2.3. Regular reviews will be conducted as appropriate by relevant members of the Senior Leadership Team and the Trustees to adapt to the evolving nature of AI technology.
- 6.2.4. Hitchin Girls School is committed to regularly reviewing and updating this AI policy to align with emerging best practices, technological advancements, and changes in regulations.

- 6.2.5. The school will regularly assess the ethical implications of AI technologies and be prepared to make adjustments or discontinue the use of certain technologies if any concerns arise.

## **7. Staff CPD**

All staff will receive training on the use of age appropriate AI technologies in education, these will emphasise the ethical use of AI technologies, ensuring that educators are proficient in guiding students towards responsible AI usage.