

Our Lady's Catholic High School

Use of Artificial Intelligence (AI) Policy

Love, Learn, Grow

At Our Lady's, we place Christ at the heart of everything we do. Through our school 'Being One of Ours' virtues, we nurture each individual to love, learn and grow in their unique, God-given potential, ready to be of service to the world.

Last Review Date: Autumn 2026

Next Review: Autumn2028

1. Policy Statement

Artificial Intelligence (AI) is increasingly being used across education to support teaching, learning, and administration. Our Lady's Catholic High School recognises the opportunities AI presents for enhancing efficiency and innovation. However, AI must be used in a safe, ethical, and responsible manner, ensuring compliance with safeguarding, data protection, the Staff Acceptable Internet Use Policy and Staff Code of Conduct

This policy ensures compliance with:

- Keeping Children Safe in Education (KCSIE) 2026
- UK GDPR and Data Protection Act 2018.
- DfE Guidance on Generative AI in Education 2025.
- JCQ Guidance on AI in Assessments 2024.
- Our Lady's Catholic High School Acceptable Use Policy.

This policy applies to all staff, pupils and visitors who use AI in the school environment.

2. Scope

AI is rapidly becoming an integral part of education, influencing teaching methods, administrative processes and pupil learning. This section outlines where AI applies within Our Lady's Catholic High School and the principles governing its responsible use.

This policy applies to all AI tools, platforms and applications used within Our Lady's Catholic High School.

AI must not be used in a way that compromises ethics, pupil safety, data privacy or academic integrity.

3. Roles and Responsibilities

Effective oversight and accountability are essential to ensure AI is used appropriately and safely within the school. The following sections define the key responsibilities of school leadership, staff, pupils and IT teams in managing AI systems.

3.1 Leadership and Governance

School leadership plays a vital role in overseeing AI governance, ensuring policies align with national regulations, and implementing best practices for safe and ethical AI use. This will:

- Ensure AI governance aligns with DfE, KCSIE and UK GDPR regulations.
- Ensure AI use is transparent, fair and free from bias.
- Engage in annual online update training to ensure compliance and risk mitigation for the latest risks. The link to the training will be provided by the Director of IT Systems.

3.2 Staff

All staff are responsible for ensuring AI is used as an educational aid while maintaining academic integrity, supporting pupil learning and preventing misuse. It can also be used as an administrative aid but all use must comply with the conditions in section 1. Staff must:

- Use AI as a teaching aid and not as a replacement for pedagogy.
- Must be signed in to approved Apps before using them.
- Verify AI generated content for accuracy, appropriateness and bias.
- Educate pupils on AI literacy, misinformation and deepfakes.
- Ensure AI use does not compromise academic integrity or safeguarding.
- Engage in annual online update training to ensure compliance and risk mitigation for the latest risks. The link to the training will be provided by the Director of IT Systems.

3.3 Pupils

Pupils must develop an understanding of AI's capabilities and limitations while using AI tools ethically and responsibility within the guidelines set by school.

- AI tools must be used responsibly and in line with school policies.
- Declare AI use in coursework, assignments and assessments.
- AI must not be used to create AI-generated harmful, misleading, or inappropriate content.

3.4 IT Support and Data Protection Teams

The IT and Data Protection teams are responsible for ensuring AI systems comply with data protection laws, cybersecurity standards, and safeguarding requirements. To do this they must:

- Implement security measures to ensure AI tools comply with data protection laws.
- Ensure AI tools used in school settings do not process or store personal data without anonymisation.
- Ensure that all technologies undertake an annual Data Protection Impact Assessment before use is permitted within Our Lady's Catholic High School.

- Conduct regular cybersecurity audits to monitor AI related risks.
- Engage in annual online update training to ensure compliance and risk mitigation for the latest risks.

4. What AI can be used for

- Use AI for lesson planning, resource creation, and administration.
- To support differentiated learning and student engagement with approved tools.
- Always review AI outputs before sharing or using them.
- All usage must comply with our Staff Code of Conduct and Teacher Standards

5. What AI cannot be used for

- AI must not be used to make independent decisions affecting staff or pupils.
- The use of AI in assessment, recruitment or administrative decision making should be documented.
- Free AI tools must not be used to process or store confidential, personally identifiable or commercially sensitive data. Only approved paid Apps can be used for this purpose, please see Appendix A.
- When entering anything other than generic text, only paid and signed in Apps can be used.
- AI must not be used to create AI-generated harmful, misleading, or inappropriate content.

6. Approved Systems

All systems must have their own built-in content systems in addition to the school's filtering systems. They must also comply with all items stated in section 1 above.

The current AI systems approved for use in school can be found in Appendix A:

Any new systems which staff wish to use or subscribe to must first be approved by the Director of IT Systems. New systems should not be used / signed up to before approval has been given.

Appendix A

Approved Apps

Paid Apps	Free Apps
Microsoft CoPilot	Chatgpt
Google NotebookLM (within School Google Education/Classroom account)	
Tutor Buddy (currently on trial)	
Chatgpt (with a paid account)	
Google Gemini (via Google Classroom)	