HCAT Artificial Intelligence Usage Policy

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HCAT Artificial Intelligence Usage Policy

1. Introduction

This policy outlines the principles and guidelines for the use of Artificial Intelligence (AI) technologies within HCAT (The Trust). Our goal is to leverage AI to enhance educational outcomes while ensuring ethical standards and compliance with relevant regulations.

The purpose of this policy is to:

- Promote the responsible use of AI in teaching, learning, and operations.
- Protect the privacy and data of pupils and staff.
- Ensure compliance with relevant laws and guidelines, including the UK General Data Protection Regulation (GDPR) and the Keeping Children Safe in Education statutory government guidance.

The Trust recognises that Artificial Intelligence (AI) forms part of the wider safeguarding and online safety landscape. AI technologies can create opportunities for learning and productivity but may also introduce risks, including misinformation, deepfakes, online abuse, grooming, harassment and the creation or sharing of harmful content. The Trust will respond to AI-related safeguarding concerns in line with its Safeguarding and Child Protection Policy.

This policy has been written in conjunction with the following guidelines and frameworks:

- Keeping Children Safe in Education
- Department for Education Policy Paper: *Generative artificial intelligence (AI) in education*
- Department for Education Guidance: *Generative AI: product safety expectations.*
- Department for Science, Innovation & Technology Independent Report: *AI Opportunities Action Plan*
- National Cyber Security Centre: *ChatGPT and large language models: what's the risk?*
- JCQ: AI Use in Assessments: *Protecting the Integrity of Qualifications*
- The National College AI Policy Paper: *Introducing Generative Artificial Intelligence into Education*

2. Scope

This policy applies to all staff, pupils, and stakeholders within the Trust who engage with AI technologies in any capacity.

3. Principles

The Trust will utilise AI technologies guided by the following principles:

Purpose

Any use of AI must follow the Trust's vision and values, strategic plan or the Trust's collective consistencies.

Whether directly, or indirectly, the overarching goal of AI is to assist pupils in achieving educational goals and improve outcomes. This may be through workload reduction or teacher time saving techniques for example, or through Trust agreed third party software.

AI must never replace human judgment; it should enhance knowledge and decision making.

AI should not be used for personal purposes, other business purposes or as a tool to profit financially.

Ethical Use of AI & Safeguarding

AI may present safeguarding risks, including the creation or sharing of AI-generated images, videos and audio (including deepfakes), AI-facilitated bullying, harassment, grooming, impersonation and misinformation. Any concern

involving AI that impacts the safety or wellbeing of a child will be managed in accordance with the Trust Safeguarding and Child Protection Policy.

AI must be used ethically, fairly, and transparently. It should never be used to:

- Mislead others or generate misinformation.
- Complete work dishonestly, including plagiarism or fabrication.
- Create harmful, biased, or inappropriate content.

The ethical use of AI within the Trust involves:

- AI-generated content must always be reviewed for accuracy, fairness, and appropriateness.
- AI should complement, not replace, independent learning, creativity, and thinking.
- AI use must prioritise student and staff well-being, avoiding tools that could negatively impact mental health, self-perception, or inclusivity.

AI may create safeguarding risks, including the creation, manipulation or sharing of AI-generated images, videos and audio (deepfakes), as well as impersonation, online harassment, bullying, grooming, exploitation, blackmail, and the creation or sharing of AI-generated nude, semi-nude or sexualised images. Staff and students must be aware of these risks and report any concerns in accordance with the Trust's Safeguarding and Child Protection Procedures.

As AI evolves, the Trust will provide ongoing training and guidance to ensure all staff and students understand best practices, emerging risks, and ethical considerations.

Data Security

All AI tools and platforms used within the Trust must comply with applicable data protection laws, including GDPR. AI must be used responsibly within the school / college, particularly regarding privacy, data security, and intellectual property. To protect privacy and security:

- AI tools must comply with GDPR and safeguarding regulations.
- No personal or sensitive data should be entered into AI tools, either of staff or students.
- Only AI platforms designed for education should be used by students within the Trust (such as Microsoft Co-Pilot), ensuring that their data is not used to train AI models.
- Staff will receive ongoing training/updates to ensure AI is used in compliance with safeguarding and data security best practices, especially if using platforms such as ChatGPT (for example, no personal data should be shared for model training).

Any AI systems created by the Trust should be stored within the Trust’s closed infrastructure, stored in data centres compliant under GDPR.

Cyber Security

The use of AI to bypass, evade, or interfere with IT security measures within the Trust is strictly prohibited. This includes, but is not limited to:

- Using AI tools to access blocked websites or restricted content.
- Attempting to crack passwords, gain unauthorised access, or manipulate school systems.
- Using AI to disguise or encrypt internet activity to avoid monitoring.
- Automating cyberattacks, denial-of-service attempts, or exploiting system vulnerabilities.
- Any misuse of AI to bypass security controls will be considered a serious breach of Trust policy and may result in disciplinary action. The Trust will continuously monitor network activity to detect and prevent unauthorised AI use.

The Trust will ensure that filtering and monitoring systems are reviewed regularly to identify emerging Ai related risk, including inappropriate AI tools, image generation platforms, and technologies that could facilitate harm.

Compliance

The use of AI must be in performed in conjunction with all other Trust/academy policies, with particular reference to:

- Data Protection Policy
- ICT Acceptable Use Policy
- Safeguarding Policy
- Staff Code of Conduct
- Keeping Children Safe in Education (annual statutory guidance)

Accountability

Staff and pupils should be educated to a particular level to be able to make informed decisions about whether AI should be used.

Misuse of AI is defined as any action or use of AI that does not comply with academy and/or Trust policies, including this policy, or the use of AI for any unethical or immoral purpose.

The Trust will ensure that staff and pupils understand the consequences of misuse of AI or unethical behaviour.

Although The Trust will endeavour to block access to malicious and time-wasting AI content, the Trust acknowledge that no web filtering system is 100% perfect. Staff will ensure that pupils are monitored in classrooms either by looking at pupils' screens or by using technology.

Technical concerns relating to AI should be reported to the ICT Support Team. Any safeguarding concern arising from the use of AI, including AI-generated imagery, deepfakes, harassment, exploitation, grooming or bullying, must be reported immediately to the Designated Safeguarding Lead (DSL) in line with the Trust Safeguarding and Child Protection Policy.

Where AI is used to provide information, staff and pupils must reference or cite this effectively in the same way as using any other published information.

Knowledge

The Trust will ensure that training is available for staff and pupils to enable literate and appropriate use of AI. Regular updates will be communicated to staff and pupils when applicable, acknowledging that AI is a developing technology.

Staff and pupils should understand how to ensure that an AI system is safe and secure.

Staff and pupils should have sufficient knowledge and guidance to ensure that they can recognise where AI is useful, and when AI is counterproductive.

The Trust will ensure that staff and pupils are literate in assessing the quality and accuracy of AI generated outputs.

4. AI in Teaching and Learning

AI is encouraged as a tool for enhancing teaching and learning and can support managing workload. Examples include but are not limited to:

- Personalising Learning: AI enables teachers to offer more personalised learning experiences for students by identifying individual needs and recommending content or tasks accordingly. AI can help teachers to create adapted learning materials that are tailored to the various needs of our students.

- Creating Teaching Resources: AI can support in the development of worksheets, quizzes, visual aids, and explanations. It can also provide teachers and students with summaries, explanation and alternate examples to explain complex topics in a variety of ways.
- Streamlining Administrative Tasks: AI can help reduce the time teachers spend on administrative tasks, enabling them to focus more on teaching and interacting with students. AI tools can support with lesson planning, scheduling, and resource preparation, tailored to the needs of students and the curriculum.
- Supporting Online Safety: Teachers should support pupils to understand the benefits, limitations and risks of AI technologies, including misinformation, manipulated content, deepfakes and AI-generated interactions.

5. AI in Examinations and Assessments

AI must not be used in a way that compromises the integrity of assessments and examinations. The use of AI in coursework and other assessments is to be strictly monitored to ensure that all work for qualification assessments is a student's own, in line with JCQ General Regulations (Section 5.3(k)). Students must be able to demonstrate that the final submission is the product of their own independent work and independent thinking.

Misuse of AI, where work is not independently produced, constitutes malpractice and may result in severe sanctions. AI misuse is where a student has used one or more AI tools but has not appropriately acknowledged this use and has submitted work for assessment when it is not their own. Examples of AI misuse include, but are not limited to, the following:

- Copying or paraphrasing sections of AI-generated content so that the work submitted for assessment is no longer the student'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 student'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 poor acknowledgement of AI tools.

As a result, The Trust will:

- Monitor AI usage in assessment-related tasks to ensure compliance with exam board regulations.
- Complete an AI Risk Register that will track and assess AI platforms used within the school / college ensuring that only vetted and appropriate platforms are used, while restricting access to unapproved tools via Smoothwall.
- Work closely with examination boards to stay informed about evolving AI policies and requirements.

6. AI Risk Register

The AI Risk Register will consider safeguarding, online safety, privacy, data protection, cyber security, age appropriateness, bias and misinformation risks before approving the use of AI platforms within the Trust.

Access to AI must align with age restrictions, statutory guidance ("Keeping Children Safe in Education").

By implementing a detailed AI Risk Register, the Trust will not only safeguard the privacy and well-being of students and staff but also enhance the responsible integration of AI in the learning environment.

7. Policy Review

This policy will be reviewed annually alongside emerging AI technologies to ensure the positive, constructive and safe use of AI within the Trust