

AI in Schools Policy Template

Introduction

[School Name] Artificial Intelligence Policy

This template provides a starting framework for developing a comprehensive Artificial Intelligence (AI) policy for your educational institution. It provides the essential framework for establishing an Artificial Intelligence (AI) policy in educational settings and addresses key governance areas, while allowing customisation to suit your institution's specific needs. Adapt this document to reflect your institution's specific ethos, needs and capabilities.

This template was provided by Lanboss AI as a starting framework for educational institutions. For comprehensive policy development support, including implementation guides, stakeholder communication templates and staff training materials, contact Lanboss AI at schools@lanboss.ai or visit www.lanboss.ai.

Implementation Guidance

To effectively implement this policy, consider the following steps:

1. **Form an AI Working Group** with representatives from teaching staff, IT, leadership and student body
2. **Customise this template** to reflect your school's specific needs and values
3. **Conduct stakeholder consultations** to gather feedback before finalisation
4. **Develop a communications plan** to ensure all community members understand the policy
5. **Create supporting materials** such as student guides and classroom posters
6. **Establish regular review cycles** to keep the policy current with technological changes

1. Introduction

1.1 Purpose

This policy establishes guidelines for the safe, ethical and effective use of Artificial Intelligence (AI) tools within [School Name]. It aims to balance educational innovation with necessary protections for students and staff.

1.2 Scope

This policy applies to all students, teaching staff, administrative personnel and visitors using AI tools for educational or administrative purposes connected with [School Name].

1.3 Definitions

- **Artificial Intelligence (AI):** Computer systems that can perform tasks typically requiring human intelligence, including large language models, image generators and other automated decision-making systems
- **Public AI Tools:** AI systems accessible through public websites or applications (e.g., ChatGPT, Anthropic, Grok, Gemini etc.)
- **Private AI Tools:** AI systems specifically deployed within the school's IT infrastructure with controlled access
- **Generative AI:** Systems that create new content including text, images, audio or video

1.4 General Principles

[SCHOOL NAME] recognises that:

- AI technologies offer significant educational benefits when used appropriately
- Clear boundaries must exist regarding AI use in academic settings
- Transparency is essential when AI tools are used in academic work
- Ongoing education about AI capabilities and limitations is necessary

2. Student AI Use

2.1 Permitted Uses

Students may use AI tools to:

- Research topics and gather information
- Generate ideas and brainstorm
- Assist with planning and organising work
- Check grammar and improve writing structure
- Translate content for language learning
- Create visual aids for presentations
- Other purposes as explicitly permitted by teaching staff
- [ADD SPECIFIC PERMITTED USES]

2.2 Restricted Uses

Students must not use AI tools to:

- Complete assignments without disclosure when such use is not permitted
- Share personal data about themselves or others
- Generate inappropriate or harmful content
- Attempt to circumvent the school's monitoring systems
- Access or create content that violates school behaviour policies
- [ADD SPECIFIC PROHIBITED USES]

2.3 Disclosure Requirements

Students must:

- Clearly disclose when and how AI tools have been used in their work
- Explain their prompting strategy and editing process
- Distinguish between AI-assisted and original content
- Understand that work completed with undisclosed AI assistance may be treated as academic misconduct
- [ADD SPECIFIC DISCLOSURE REQUIREMENTS]

3. Staff Use of AI

3.1 Assignment Design

Staff should:

- Clearly specify whether and how AI tools may be used for each assignment
- Design assignments that emphasise skills AI cannot replicate
- Consider including AI-specific components in assignments where appropriate
- Provide clear criteria for evaluating work that incorporates AI-generated content
- [ADD SPECIFIC ASSESSMENT GUIDELINES]

3.2 Teaching Responsibilities

Staff are expected to:

- Maintain up-to-date knowledge of AI capabilities and limitations
- Review all AI-generated content before use to ensure accuracy and appropriateness of AI outputs
- Educate students about responsible AI use in their subject area
- Monitor student work for signs of inappropriate AI use
- Report concerns about AI misuse to designated staff
- [ADD SPECIFIC RESPONSIBILITIES]

3.3 Administrative Applications

Staff may use AI tools for:

- Summarising meeting notes
- Drafting routine communications
- Organising administrative data
- [ADD SPECIFIC PERMITTED USES]

3.4 Professional Development

Teachers will receive:

- Regular training on emerging AI tools and capabilities
- Guidance on integrating AI safely into teaching practices
- Support for designing AI-resistant and AI-enhanced assignments
- [ADD SPECIFIC DEVELOPMENT]

4. Data Protection and Privacy

4.1 Personal Data Guidelines

When using AI tools:

- No personally identifiable student information should be entered
- No sensitive school data should be uploaded
- School network information should not be shared
- [ADD SPECIFIC PRIVACY REQUIREMENTS]

The school will:

- Restrict the use of public AI tools for any activities involving sensitive or personal data
- Provide guidance on what types of information should never be shared with AI systems
- Ensure all AI use complies with GDPR and other relevant data protection regulations
- [ADD SPECIFIC MITIGATIONS]

4.2 Approved Tools

- The school will maintain a list of approved AI tools that meet security and privacy standards
- Students and staff should only use approved tools for school-related activities
- Only AI tools approved by [RELEVANT AUTHORITY] may be used
- Current list of approved tools: [LIST APPROVED TOOLS]
- Process for requesting new tool approval: [DESCRIBE PROCESS]

5. Monitoring and Oversight

5.1 Detection Systems

The school will:

- Implement appropriate systems to detect academic misconduct involving AI
- Use detection tools specifically designed to identify AI-generated content
- Regularly review and update detection methods as AI technology evolves

5.2 Right to Monitor AI Usage

Students, staff and other users of school systems should have no expectation of privacy when using AI tools through school resources or for school-related activities. Monitoring will be conducted in accordance with relevant data protection regulations and school policies.

[SCHOOL NAME] reserves the right to:

- AI usage on school networks and devices will be monitored for safety and compliance
- Review AI interactions conducted using school accounts
- Audit AI-generated content used in academic or administrative contexts
- The school will maintain records of institutional AI use for audit purposes
- Implement technical monitoring solutions for AI platforms
- [ADD SPECIFIC MONITORING PROVISIONS]

6. Consequences for Policy Violations

6.1 Violations

The following constitute violations of this policy:

- Using AI without disclosure when required
- Using AI in prohibited contexts
- Misrepresenting AI-generated content as original work
- [ADD SPECIFIC VIOLATIONS]

6.1 Student Violations

Violations of this policy by students may result in:

- Educational interventions about appropriate AI use
- Academic penalties for assignments involving unauthorised AI use
- Disciplinary actions in accordance with the school's behaviour policy for serious or repeated violations
- [ADD SPECIFIC RESOLUTIONS]

6.2 Staff Violations

Violations of this policy by staff may result in:

- Additional training on appropriate AI use
- Review of assigned work and assessment practices

- Potential disciplinary action for serious or repeated violations

7. Related Policies and Documents

This policy should be read in conjunction with:

- Acceptable Use Policy
- Academic Integrity Policy
- Data Protection Policy
- [ADD RELEVANT POLICIES]

8. Policy Review

This policy will be reviewed annually to ensure it remains relevant given the rapid evolution of AI technology. The next scheduled review is [Date].

9. Contact Information

For questions or concerns regarding this policy, contact:

- [Name, Role] - Policy administrator
- [Email address]
- [Phone number]