



## Guidelines for Using AI in School

When utilising artificial intelligence (AI) in school, staff should adhere to the following guidelines:

- Consider the implications of GDPR when handling any personal data.
- Follow the school's **safeguarding policies** when using AI with students. Never use AI to generate inappropriate, misleading, or biased content.
- Always use professional judgement in the application of AI tools, ensuring that outcomes are checked for both accuracy and bias.
- Reflect on whether AI will enhance the learning experience and/or save time in your preparations.
- It is crucial to use AI to support teaching rather than replace the indispensable pedagogical expertise of teachers.
- Maintain transparency in the use of AI with both colleagues and students, and assist pupils in developing essential AI literacy skills.
- Avoid AI tools that may encourage **plagiarism** or **passive learning**—students should think for themselves.
- Be mindful of cost implications and favour using recommended AI tools, such as TeachMate AI or Canva.
- Stay up-to-date with training and developments in this rapidly evolving field by attending relevant CPD sessions.
- Share good practices with colleagues and ensure efficiency in your use of AI to avoid spending excessive time exploring these technologies.
- For further guidance on using AI, seek advice from our computing lead or any member of SLT.

Remember, AI tools should enhance learning, not replace teaching. AI should support creativity, critical thinking, and problem-solving.