AI policy

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1.0	April 2026	R Banks	New document

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1. Introduction & Ethos

At Phoenix Bay School, we recognise that Artificial Intelligence is a rapidly emerging technology which has potential advantages for the school environment as well as potential risks. As it becomes increasingly prevalent in society it is therefore important that we define its acceptable use for staff and students.

Use of Artificial Intelligence in the classroom should always be integrated in a way that preserves and promotes relational practise. Phoenix Bay School encourages IT use where it will not diminish vital teacher-student interactions.

Artificial Intelligence

We define AI as any of the following:

- Large language models providing generated text responses to human input.
- Generative algorithms which can produce original text, images, audio or video based upon given prompts.

2. Aims

This policy aims to:

- Define responsible and allowed uses of AI within the school environment.
- Establish guidelines for student use of AI, ensuring compliance with safeguarding policies and practice.
- Protect the privacy, security, and intellectual property rights of students and staff.
- Ensure compliance with applicable domestic laws, Ofsted frameworks and educational standards.

3. Scope

This policy will apply to all staff members, educators and students who will utilise or access AI systems during their time at Phoenix Bay School.

4. Responsible Use of Generative AI Guidelines

Ethical and Legal Considerations

- Compliance – all use of AI must comply with applicable laws and data regulations.
- Ethics - when utilising AI in any workflow, considerations should be taken to ensure potential biases, harmful content or any other unintended negative consequences are avoided.
- Bias mitigation and safety – all AI tools promoted for staff use will have been audited to ensure fair treatment of all users.

Privacy and Data Protection

- Use of personal data must comply with relevant laws and regulations.
- Student data must be anonymised before uploading to any AI service.
- Any generated data must be retained and stored properly via OneDrive for the necessary period in accordance with Data Protection policy.

Intellectual Property

- AI will not be used to generate or distribute material which infringes copyright.
- If AI is used to generate educational content, it should be acknowledged and attributed appropriately.

Transparency

- Clearly communicate when any AI is used in lesson materials.
- Staff are responsible for any created content. Generative content is treated as if created by the staff member.

Security

- AI systems must be secure and protected from unauthorized access, data breaches and misuse.
- Any AI use must be with a school managed account.
- Generative AI will not be used to produce any harmful, misleading or malicious content.

Approved Applications

- Only approved AI applications and services should be used by staff and students.
- An approved application list can be found in Appendix 1.
- Application approval requests will be reviewed by …
- Access to non-approved systems may be restricted by the IT team.

Staff Training

We will provide training to staff to ensure awareness that AI can engage in processes that resemble critical thinking — data analysis, problem-solving, and modelling — but it has limitations. Staff should be informed and confident in teaching that AI can hallucinate and provide false information.

Monitoring and Student Safety

Students must be appropriately monitored when using AI systems.

5. Reporting & Compliance

Any concerns or violations should be reported to the Digital Lead, or the leadership team.

6. Appendix 1

AI TOOLS

Microsoft CoPilot

Application	Vendor	Purpose	Used By	Proposed By	DPIA completed	Approved By	Approval Date
Microsoft Copilot	Microsoft	Generative AI chat	Staff	Central IT			
AI Tools within Office 365		Content creation	Staff/students	Central IT			
Chalkie AI	CHALKIE	Content creation	Staff	Central IT			
Oak National Academy - ALIA	Oak Academy	Content creation	Staff	Central IT			
Study hall				Central IT			