



Walthamstow Academy
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Part of United Learning

Policy on the use of Artificial Intelligence

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■ Ambition ■ Confidence ■ Creativity ■ Respect ■ Enthusiasm ■ Determination

VISION

Artificial Intelligence (AI) is an advancement in technology that gives machines the ability to mimic aspects of human intelligence such as reasoning, learning and problem solving. At Walthamstow Academy we are curious about AI and the potential benefits this can bring to staff and students. We aim to use AI to reduce teacher workload, streamline administrative tasks and enhance the learning experience of our students. In the context of education, staff can use AI to support their planning, marking, and intellectual preparation for lessons.

We educate staff and students about safe and ethical use of AI, preparing them for a future in which AI technologies are likely to play an increasing role. Whilst we are excited about the opportunities AI can bring we are also aware of the potential risks and ethical issues surrounding AI such as bias, inaccuracy and privacy of data. We train staff and students on the potential benefits and pitfalls of AI to ensure it is used in a safe and secure manner. Walthamstow Academy does not intend to prohibit the use of AI tools for either teachers or students within our schools; the safeguarding of staff and learners will, as always, be at the forefront of our policy and practice.

At Walthamstow Academy we place great importance on working cohesively with all stakeholders. This includes senior leaders working with the digital strategy lead, staff, parents and carers, and external organisations. This collaborative approach ensures we have a shared understanding of and vision for the use of AI at Walthamstow Academy, therefore, driving progress and enhancing learning of our students.

DEFINITIONS

Personal data

"Personal data" means any information relating to an identified or identifiable living individual (Section 3 of the DPA 2018)

Generative AI

Computer systems that can copy intelligent human behaviour and produce new content, especially text or images (Oxford Dictionary)

Intellectual Property

Intellectual property is a broad categorical description of a set of intangible assets that are owned by a company or individual. It's legally protected from outside use or implementation without consent (Investopedia) such as united learning (UI) curriculum resources.

AI Agent

A system or program that is capable of autonomously performing tasks.

ADVANTAGES OF AI

There are numerous advantages to using AI responsibly and ethically in our school, such as:

1. AI tools can be used to
 - o adapt lesson resources to support deeper learning and independent thinking.
 - o tailor tasks to meet the needs of all learners, including SEND, EAL, LPA and HPA.
 - o produce low stake quizzes, hinge questions and retrieval tasks to assess students in real-time.
 - o aid teachers in producing accurate and personalised feedback.
 - o assist teachers generate model answers for extended writing questions for exam preparation.
 - o create bespoke, targeted revision plans based on student's needs.
2. AI agents can be used to streamline repetitive tasks, saving time on data entry, scheduling and organisation.
3. The use of accessibility tools coupled with AI can be used to improve student literacy, oracy and numeracy.
4. Platforms that utilise AI such as Power BI can be used to identify attendance and attainment issues.
5. AI videos can be created to aid classroom teaching and used by students as part of catch-up sessions.

HOW AI IS USED BY STUDENTS AT WALTHAMSTOW ACADEMY

1. Students develop AI literacy in Computing lessons and extra-curricular clubs.
2. Students are taught the ethical issues of AI, including bias, privacy, and the social impact of AI. The latter will encourage students to be responsible, careful and thoughtful when using AI tools.
3. Students can use AI for research and to support their own learning, however they must cite any research carried out.
4. Students must not use AI tools to generate classwork or homework responses; student written work should always be original and written by the student, not by AI.

ADVICE FOR PARENTS

1. Parents can review their child's homework to ensure the work submitted is original.
2. Parents should supervise how their child uses AI tools to ensure it is ethical and safe
3. Parents should guide their child in understanding AI to promote effective use.

EXPECTATIONS FOR STAFF USING AI

1. Staff are recommended to use Microsoft tools only for their AI needs in school such as Microsoft Co-Pilot, Power Automate and Power BI. Microsoft tools have been vetted by UL and are recommended as a part of the United Learning AI policy.
2. Staff must quality assure the accuracy of resources produced via AI such as lesson plans, slides, worksheet and model exam questions.
3. It is important staff quality assure using professional judgement on any written work produced by students to avoid plagiarism. For further guidance on NEA (Non-exam assessment) and exam content refer to the AI policy for exams.
4. Teacher assessment should always be used as an ultimate assessment with AI only being used as a tool to support teacher assessment.
5. Staff should also be conscious of Intellectual Property and Copyright issues and therefore should not paste content, such as the United Learning curriculum, student data, internal documents or strategic plans, into engines that might endanger our intellectual property or breach GDPR.
6. Staff should not input personal data into generative AI tools, especially data connected with students.

7. The school will provide parents with resources which educate them about safe AI use and how to support their children using AI at home
8. Staff are aware of the potential risk for discrimination and bias in the outputs from AI tools and will ensure that care has been taken to ensure that any information used from AI does not contradict Part Two: personal and professional conduct from the teacher standards.
9. When using a new AI platform teachers must ensure a Data Protection Impact Assessment (DPIA) is carried out if necessary to comply with Data Protection Act (DPA) regulations.
10. AI incidents must be reported promptly. Staff must report any incidents involving AI misuse, data breaches, or inappropriate outputs immediately to the principal or DPO (Data Protection Officer). Quick reporting helps mitigate risks and facilitates a prompt response.
11. Staff must quality assure any content produced by generative AI to ensure it is accurate and free from bias.

ROLE OF THE DIGITAL STRATEGY LEAD

1. The Digital Strategy Lead is responsible for the strategic planning of how AI will be used in the school.
2. The Digital Strategy Lead will lead on staff training, ensuring staff are well equipped and confident in the use of AI tools and the effective use of AI in and out of the classroom.
3. The Digital Strategy Lead will ensure new AI integrated platforms comply with DPIA regulations
4. The Digital Strategy Lead will review AI guidance provided by United Learning, such as AI guidance for senior leaders, to ensure Walthamstow Academy is up to date with changes.
5. Staff will be provided training and guidance periodically on the use, benefits, potential risks and ethics of AI and any UL verified AI platforms.

ROLE OF GOVERNORS

We ensure that our governing body has a good understanding of how AI is used in a school context and potential benefits and risks of its use. They receive regular updates and training (where appropriate), enabling them to support the school and challenge where necessary.

REPORTING INCIDENTS INVOLVING AI

1. All AI incidents (including data breaches and/or inappropriate outputs) must be reported promptly to the principal and or/DPO. Effective reporting helps to mitigate risks and facilitates a prompt response.
2. Where relevant/required incidents will be reported to external agencies e.g. Police, LADO, DPO, ICO
3. All AI related incidents will be recorded through the school's normal recording systems

RESOURCES

The following resources provide additional guidance on the use of AI in education

[Generative AI in Education](#)

[Data Protection Impact Assessment of AI](#)

[Summary guidance for senior leaders](#)

[AI for school leaders](#)

POLICY REVIEW

This policy will be reviewed annually alongside United Learning AI policy amendments.