



GENERATIVE AI POLICY

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| Approval Date | October 2024 |
| Policy Owner | Director of Operations |
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| Review Date | October 2025 |

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1 INTRODUCTION

Reach South Academy Trust recognises the potential benefits and risks associated with generative artificial intelligence (AI) systems. Generative AI refers to the use of machine learning algorithms to create original and creative outputs, such as text, images, or audio. This policy aims to establish guidelines for the responsible use of generative AI within our school environment to ensure ethical and appropriate practices while safeguarding the well-being and privacy of our students.

2 PURPOSE

The purpose of this policy is to:

- Define responsible use of generative AI and outline its potential applications within our school environment.
- Establish guidelines for ethical and lawful use of generative AI, taking into consideration the specific needs and concerns of students.
- Promote transparency, accountability, and fairness in the deployment and output of generative AI systems.
- Protect the privacy, security, and intellectual property rights of students and staff.
- Ensure compliance with applicable laws, regulations, and educational standards.

3 SCOPE

This policy applies to all staff members, educators, and administrators who utilise or have access to generative AI systems within Reach South Academy Trust.

4 RESPONSIBLE USE OF GENERATIVE AI GUIDELINES

4.1 Ethical and Legal Considerations

- a. **Compliance:** All use of generative AI must comply with applicable laws, regulations, and educational policies, including but not limited to data protection, privacy, intellectual property, and educational standards.
- b. **Ethical Framework:** When deploying generative AI, ethical considerations must be taken into account, including potential biases, harmful content generation, and unintended consequences. Efforts should be made to ensure fairness, transparency, and accountability in the use and output of generative AI systems.
- c. **Prohibition on Marking Pupils' Work:** Generative AI systems must not be used to automatically mark or grade pupils' work. The assessment and evaluation of students' work should be conducted by qualified educators following established educational practices and standards.

- d. **Prohibition on Generating Reports about Pupils:** Generative AI systems must not be used to generate reports about individual pupils. Reports regarding students' progress, performance, and evaluations should be generated by educators based on their expertise and firsthand knowledge of the students.

4.2 Privacy and Data Protection

- a. **Data Privacy:** Use personal data in compliance with applicable data protection laws and regulations. Ensure appropriate security measures are in place to protect the privacy and confidentiality of student data used for generative AI purposes.
- b. **Data Retention:** Retain generated data only for the necessary period and dispose of it securely in accordance with data retention policies.

4.3 Intellectual Property

- a. **Respect Copyright and Intellectual Property:** Do not use generative AI to create or distribute copyrighted content without proper authorisation or licenses.
- b. **Attribution:** If generative AI is used to create content for educational purposes, ensure appropriate attribution to the original sources and acknowledge the use of generative AI when necessary.

4.4 Transparency, Explainability and Accountability

- a. **Disclosure:** Clearly communicate when generative AI is used to generate content, distinguishing it from human-created content, where appropriate.
- b. **Explainability:** Seek to understand and explain the decision-making process and algorithms employed by generative AI systems to relevant stakeholders, as much as reasonably possible.
- c. **Accountability:** Generative content is treated as if created by the staff member.

4.5 Security

- a. **Protect Systems:** Ensure that generative AI systems are secure and protected against unauthorized access, data breaches, or misuse. Implement appropriate security measures to safeguard the integrity and confidentiality of the systems and the generated content. Please refer to Annex A for approved AI tools and suppliers.
- b. **Adversarial Use:** Do not employ generative AI systems for malicious purposes, such as generating harmful or misleading content, spam, or other forms of digital attacks.

5 REPORTING & COMPLIANCE

Any concerns or potential violations of this policy should be promptly reported to the Head of IT and Infrastructure. Failure to comply with this policy may result in disciplinary action, up to and including termination of employment or contractual obligations, as deemed appropriate.

POLICY HISTORY

| Date | Summary of change | Contact | Policy Implementation Date | Review Date |
|------------|-------------------|---------|--------------------------------------------|--------------|
| 20/09/2024 | Policy Creation | IT | Pending Committee Approval October 2024 | October 2025 |

Annex A

| Application | Vendor | Purpose | Proposed by | DPIA completed | Approved by | Approval Date |
|-----------------------------------------|---------------|-------------------------------|--------------------|-----------------------|--------------------|----------------------|
| Copilot.cloud.microsoft | Microsoft | Generative AI chat and images | Central IT | Yes | Nick Roe | Oct-24 |
| AI tools within office 365 applications | Microsoft | Content creation | Central IT | Yes | Nick Roe | Oct-24 |
| AI Tools in Canva | Canva | Content creation | Central IT | Yes | Nick Roe | Oct-24 |
| AI Tools within Adobe Creative cloud | Adobe | Content creation | Central IT | Yes | Nick Roe | Oct-24 |
| Teachmate AI | Teachmate | Content creation | Central IT | Yes | Nick Roe | Oct-24 |
| Teachmatic AI | Teachermatic | Content creation | Central IT | Yes | Nick Roe | Oct-24 |
| Arbor AI | Arbor | In system data analysis | Central IT | Yes | Nick Roe | Oct-24 |
| AI tools within Autodesk applications | Autodesk | Content creation | Central IT | Yes | Nick Roe | Oct-24 |