



GENERATIVE AI POLICY

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Policy Owner	Director of Operations
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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. **Equitable Access:** All Pupils and Staff in comparable settings, regardless of background, should have access to the same AI tools and Resources.
- d. **Bias Mitigation:** All AI tools used within the Trust will be audited for biases to ensure fair treatment of all pupils.

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.
- 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.

4.6 Application Approval

- a. Only approved generative AI applications should be used on Trust IT equipment or for any Trust purposes, for the purposes for which the application has been approved.
- b. The approval process includes a Data Privacy impact assessment, and a review of accuracy and bias with output for the intended use, and will be led by the Head of IT, with representation from other relevant stakeholders based on the type of application in question
- c. Access to common non-approved AI platforms, especially those that learn from entry, may be restricted by the Trust IT team. This does not replace the approval list, but provides an additional technical protection.
- d. The approved application list is appendix 1 to this document.
- e. Application approval requests should be made via the Head of IT and Infrastructure.

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	November 2024	October 2025
29/09/2025	4.1 - Removal of prohibition on marking pupils work and writing pupil reports. The approval process will explicitly list this approval instead where relevant. 4.1- Addition of commitments on Bias and inclusion. 4.6 – New section clarifying application approval process	IT	November 2025	November 2026

Appendix 1 - AI Appendix Data

Application	Vendor	Purpose	Used By	Proposed by	DPIA completed	Approved by	Approval Date
Copilot.cloud.microsoft	Microsoft	Generative AI chat and images	Staff	Central IT	Yes	Head of IT and Infrastructure	Oct-25
AI tools within office 365 applications	Microsoft	Content creation	Staff/Pupils	Central IT	Yes	Head of IT and Infrastructure	Oct-25
AI Tools in Canva	Canva	Content creation	Staff/Pupils	Central IT	Yes	Head of IT and Infrastructure	Oct-25
AI Tools within Adobe Creative cloud	Adobe	Content creation	Staff/Pupils	Central IT	Yes	Head of IT and Infrastructure	Oct-25
Teachmate AI	Teachmate	Content creation	Staff	Central IT	Yes	Head of IT and Infrastructure	Oct-25
Teachmatic AI	Teachermatic	Content creation	Staff	Central IT	Yes	Head of IT and Infrastructure	Oct-25
Arbor AI	Arbor	In system data analysis	Staff	Central IT	Yes	Head of IT and Infrastructure	Oct-25
AI tools within Autodesk applications	Autodesk	Content creation	Staff/Pupils	Central IT	Yes	Head of IT and Infrastructure	Oct-25
Turn It In	Turn it in	Marking, reviewing and plagiarism assesment of pupil work	Staff	Central IT	Yes	Head of IT and Infrastructure	Oct-25
Securly AI Chat	Securly	Generative AI chat and images	Staff/Pupils	Central IT	Yes	Head of IT and Infrastructure	Oct-25