



—ST THOMAS—
AQUINAS

CATHOLIC MULTI-ACADEMY TRUST

Artificial Intelligence (AI) Policy

This Policy was approved and adopted by the Academy Trust Board on:	March 2025
Policy review date (annually):	September 2025

Introduction

This policy outlines the guidelines for the ethical, secure, and responsible use of Artificial Intelligence (AI) technologies within our Multi-Academy Trust (MAT). We recognize AI's potential to enhance learning, teaching, and administrative processes, but also acknowledge the importance of safeguarding student privacy and ensuring ethical considerations. This policy applies to all staff, students, and stakeholders within the St. Thomas Aquinas Catholic Multi-Academy Trust.

Our Vision and Values

As a Christ-centred organization, we are driven to ensure the very best outcomes for all. We will take decisions for the common good and we will not give up on our young people, always believing in them. Our approach to AI will be:

- **Christ-Centred:** Guided by the teachings of Christ.
- **Ambitious:** To ensure the best outcomes for all.
- **Together:** Making decisions for the Common Good.
- **Restorative:** Always believing in our young people.
- **Joyful:** Approaching this work with hope.

Scope and Responsibilities

This policy applies to all staff, including temporary staff, consultants, governors, volunteers, and contractors, and anyone else working on our behalf. It also applies to pupils, who will require support and guidance from staff as part of their learning.

The following roles are key to this policy:

- **Trust AI group:** Set and review policy, take lead on apps to test and use
- **All Staff:** Responsible for understanding and adhering to this policy.
- **SLT:** Responsible for ensuring their teams understand and follow this policy.
- **Director of Business services:** Responsible for advising on data protection obligations.
- **Trust IT Manager:** Provides technical support and guidance.
- **Safeguarding Governor:** Provides oversight on the use of AI.

Use of AI by Staff

Staff are encouraged to explore AI tools to appropriately assist in their work, AI should be used to complement, not replace, professional judgement.

- Staff will receive training to effectively integrate AI into their work.
- AI can assist in gathering educational resources, creating lesson plans, and identifying knowledge gaps.

- AI can automate marking of some objective assessments, but staff must verify the accuracy of AI-generated marks, especially for subjective responses.
- Staff can use AI to support the writing of pupil reports but will review and modify the AI-generated reports to ensure they reflect their own professional judgment.
- Staff will be transparent about when they have used AI in their work.
- As Catholic schools, AI should not be used for elements used in worship.

Use of AI by Pupils

Pupils will be allowed to explore age-appropriate AI projects. They will learn how to use AI for knowledge building, problem-solving and data analysis.

- Pupils will be educated about data privacy, bias, and the social impact of AI.
- Pupils will be taught not to enter personal information into AI tools.
- AI education will be incorporated into the curriculum to provide pupils with an understanding of AI's capabilities, limitations, and ethical implications.

Potential Misuse of AI

Pupils will be educated on the risks of relying solely on AI tools. They will be encouraged to be transparent about when their work has been assisted by AI.

- AI will not be used for plagiarism or academic dishonesty. - rephrase
- Clear guidelines will be communicated regarding the appropriate use of AI during assessments.
- The school will follow any rules or guidance on AI in assessments by the Joint Council for Qualifications.
- Teaching staff will employ various assessment methods to verify pupil understanding.
- Pupils will be educated about the potential for misuse of AI by those seeking to deceive or trick them.

Ethical Use of AI

AI will be used with caution and an awareness of its limitations.

- Bias: AI-generated data may reflect biases.
- Accuracy: AI-generated information may be inaccurate.
- Relevance: AI models may not have the most recent information.
- AI will be used in a manner that promotes equity and inclusion.

Data Protection Implications

Any information entered into an AI model is no longer private or secure.

- Personal data should not be entered into AI models.

- Staff must be aware of the data collection and storage practices of AI tools.
- Data Protection Impact Assessments (DPIA) must be carried out where necessary.
- Staff must ensure that any use of AI adheres to data protection legislation.

Cybersecurity

The Trust will take measures to guarantee the safe functioning of AI technologies.

- Rigorous cybersecurity protocols will be implemented.
- Staff will be trained to be aware of the importance of Cyber Security.
- The Trust will evaluate the security of any AI tool before use.

Academic Integrity

- Students must submit their own work for assessments and show their own independent thinking.
- AI tools can be used for academic purposes where permitted by the teacher, but students should not rely solely on AI.
- AI must not be used in exams.
- Students must reference the sources they have used, including AI tools.

Assessment Processes

- Students must ensure work for assessment is their own and the content reflects their own independent work.
- AI tools can only be used when the conditions of the assessment allow it.
- The school aligns with the JCQ guidelines on AI Use in Assessments.

Transparency and Accountability

- The school will be transparent about how AI technologies are being used.
- There will be human oversight of AI systems.
- Staff and students will be trained to understand and interpret the outputs of AI.

Reviewing and Updating the Policy

This policy is designed to provide a framework for the appropriate use of AI technologies while ensuring that students' privacy, security, and ethical consideration are taken into account. It will be reviewed regularly due to the rapid pace of development in the field.