



Malbank School & Sixth Form College

AI Acceptable Use Policy
2025 – 26

Malbank School and Sixth Form College

AI Acceptable Use Policy 2026/27

Date initially Issued: June 2025 (Last reviewed March 2025)

Review Cycle: Bi-Annual

Next Review: March 2028 at the latest

1. Purpose of this Policy

This policy sets out expectations, permissions, and limitations regarding the responsible use of Artificial Intelligence (AI) technologies by staff, students, and visitors at Malbank School. It is designed to ensure AI is used in a way that supports learning, teaching, administration, innovation, and safety.

2. Scope

This policy applies to:

- All staff (teaching and non-teaching)
- Students
- Contractors, visitors, and third-party service providers
- Any AI tools or platforms accessed using school equipment or accounts, or on school premises

3. Guiding Principles

We recognise the potential of AI to enhance education, both from a student perspective in terms of enhancing learning and from a staff perspective to reduce workload.

Our approach is guided by:

- Ethical use: AI must be used fairly, transparently, and responsibly.
- Safeguarding: The protection of students remains paramount.
- Data privacy: Compliance with data protection laws and policies is essential.
- Academic integrity: AI must not undermine student learning or assessment validity.
- Professional judgement: Human oversight must always remain central.

4. Acceptable Uses of AI

The following are acceptable uses of AI in school:

Teaching and Learning:

- Enhancing lesson planning, resource creation, or scaffolding of content.
- Reviewing and enhancing schemes of work for compliance
- Supporting students with revision tools, explanations, or practice questions.
- Assisting students with SEND or EAL needs, e.g. through AI-generated translations or voice-to-text tools.

Administration and Efficiency:

- Automating routine administrative tasks (e.g. data analysis, scheduling).
- Drafting reports, letters, or minutes – always with the need for human editing and approval.

Student Learning Support:

- Using AI tools (such as ChatGPT, Gemini, Grok, Co-Pilot or similar) for structured research, ideas generation, or drafting – under teacher guidance and with clear learning objectives.

Creative Exploration:

- Permitting students to explore responsible use of AI in digital art, coding, and creative writing, in line with curriculum goals.

5. Unacceptable Uses of AI

AI tools must not be used for the following:

- Submitting AI-generated work as original student assessment (plagiarism).
- Using AI to bypass learning (e.g. asking for essay answers instead of engaging with content).
- Creating, generating, or sharing offensive, harmful, discriminatory, or explicit content.
- Accessing AI tools with age restrictions (e.g. 18+) without appropriate supervision.
- Collecting or sharing personal data through AI platforms without proper consent.
- Using AI to impersonate staff, students, or create misleading content (deepfakes, false emails, etc.).

6. Responsibilities

Staff must:

- Model safe, ethical AI use.
- Supervise and guide student AI use in class.
- Report any misuse or safeguarding concerns involving AI.
- Keep up to date with school -led professional development on AI and education.

Students must:

- Use AI tools only as directed by teachers when on the school site.
- Follow all classroom and school rules when using AI.
- Avoid using AI to cheat, deceive, or harm others.

Parents and Carers are encouraged to:

- Support their child in understanding the ethical use of AI.
- Raise any concerns about AI use with the school.

7. Data Protection and Privacy

All AI use must comply with:

- UK GDPR and the Data Protection Act 2018.
- The school's Data Protection and Safeguarding policies.

Users must be cautious about inputting personal, sensitive, or confidential data into AI platforms, particularly those hosted externally.

8. Monitoring and Enforcement

- AI use may be monitored in line with the school's acceptable use and safeguarding policies.
- Misuse of AI will be investigated and may lead to disciplinary action in accordance with the school's Behaviour or Staff Conduct Policy.
- As with misuse of any internet site, our monitoring tool **Securus** will automatically screen grab inappropriate use and content and this is routinely monitored by pastoral and senior staff. As such, offensive use of AI would be covered under the same process.
- Serious misuse (e.g. creation of harmful content) may be referred to external agencies.

9. Review and Updates

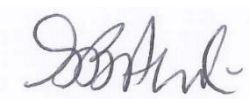
This policy will be reviewed bi-annually or in response to significant changes in AI technologies, legislation, or school practices.

Next review no later than March 2028

Signed by:



Headteacher



Chair of Governors

March 2026