



WOODBIDGE
TRUST

Use of
Artificial Intelligence (AI) Technologies

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1. INTRODUCTION

This policy outlines the ethical and compliant use of Artificial Intelligence (AI) technologies in schools and settings across Woodbridge Trust. It is aimed at ensuring that AI is used responsibly, in line with data protection laws (including GDPR), and with consideration for the rights and well-being of all pupils, staff, and stakeholders.

2. DEFINITIONS

Artificial Intelligence (AI) involves systems capable of performing tasks that typically require human intelligence, such as visual perception, speech recognition, and decision-making.

Generative AI is a subset of AI that can create new content, such as text, images, or music, by learning from existing data. It differs from general AI in that it can generate original outputs rather than just analyse or process data. For instance, in education generative AI may be used to design curriculum planning, create policy templates and teacher resources.

3. SCOPE

This policy applies to all personnel (including staff, contractors, and third-party providers) who use or engage with AI technologies within our schools, settings and Woodbridge Trust in any capacity or context.

Pupils are currently not permitted to use AI within any Woodbridge Trust setting.

Appropriate use of engagement with AI are:

- Curriculum development and preparation of teaching resources
- Adaptive learning platforms
- Automating Reports and Data
- Attendance monitoring
- Scheduling
- Language translation
- Chatbots
- Administrative tasks

4. PRINCIPLES FOR USE OF AI

The following guiding principles for selecting and using AI within our settings have been designed to ensure the ethical usage of AI, ensuring that AI systems are deployed in a way that aligns with moral principles and promotes fairness.

4.1 Transparency

The use and purpose of AI must be transparent to staff, students and parents. All stakeholders should be informed about the use of AI, what data it processes, and how outcomes are determined. Each school / setting which utilises AI will

need to prepare a “transparency statement” that is available to all stakeholders informing of the use of AI (Appendix 1).

AI tools should be deployed to enhance education and wellbeing, avoiding harm to individuals, community or the environment

4.2 Educational Value

AI tools must serve an educational purpose and support teaching, learning, or administrative efficiency.

4.3 Accountability

- Woodbridge Trust and the schools / settings within remain accountable for any decisions made or supported by AI.
- Human oversight is required to ensure that AI recommendations are appropriate and fair.
- Regular reviews and clear ways to assess/evaluate the impact of AI in the classroom will be established by the CEO.

4.4 Fairness

Ensuring that AI tools do not perpetuate bias. Select AI applications that have been tested for fairness and are designed to mitigate bias.

4.5 Privacy and Security

Protection of personal data of staff and pupils. Ensuring all AI tools comply with data protection regulations such as GDPR and Intellectual Property

5. GDPR and Data Protection Compliance

AI systems must only collect and process data necessary for their specific purpose. Data inputted/uploaded to AI tools MUST remain generic, the processing of any personal data and protected characteristics is forbidden, these include:

Personal Data:

- Full Name
- National Insurance Number
- Address
- Date of Birth
- Photographs of students

Protected Characteristics:

- Age
- Disability
- Race
- Religion or Belief
- Gender
- Gender reassignment
- Sexual Orientation
- Marital Status
- Pregnancy & Maternity

5.1 Data Subject Rights

AI systems must be designed to uphold data subject rights under GDPR. These include:

- *Right to Access*: Pupils, parents, and staff must be able to request and receive a copy of their data processed by AI systems.
- *Right to Rectification*: Inaccurate or incomplete personal data must be corrected promptly.
- *Right to be Forgotten*: Data subjects may request the deletion of their data, especially if it is no longer necessary for the purpose it was collected.
- *Right to Object*: Data subjects can object to the use of AI for certain purposes, especially if it involves profiling or automated decision-making.

Schools / Settings must establish clear procedures for handling these rights requests in a timely manner.

5.2 Data Security

AI systems must implement robust security measures to protect data from unauthorised access, breaches, or loss. This includes:

- *Data Encryption*: Encrypting data both in transit and at rest.
- *Access Controls*: Restricting access to data to authorised personnel only, with role based permissions.
- *Anomaly Detection*: Using AI or other tools to detect and respond to potential security threats or breaches.

In case of a data breach, schools must have an incident response plan that includes notifying affected individuals and the Information Commissioner's Office (ICO) within the required timeframe. Advice needs to be sought from Global Policing who act as DPO for each individual school

5.3 Intellectual Property

Under UK GDPR, data protection requires consent or another lawful basis to process personal information, while intellectual property law requires permission from the rights holder, such as a pupil/student in the case of academic work or the publisher of a resource, before using original work such as student creations or copyrighted learning resources.

In all cases it is important that the use of any intellectual property is consented to by the copyright owner, and in the case of students under 18, parental or guardian permission would need to be sought on behalf of the pupil or student, even when the name is not disclosed on the work.

6. ETHICAL CONSIDERATIONS

- AI systems must be regularly audited to ensure they are free from bias and do not disproportionately affect any group of pupils or staff. Steps must be taken to correct any identified biases. AI should not discriminate against individuals based on characteristics such as age, race, gender, or socioeconomic status. The use of AI should prioritise the well-being and safety of pupils and staff. Its

ethical usage should also safeguard the sensitive data of pupils and educators, fostering a safe learning environment.

- Integrating ethical principles in AI use within education promotes trust, accountability, and inclusivity, aligning with the core educational values of fairness, respect, and the holistic development of every child.
- AI tools must not create undue stress or pressure on pupils, and safeguarding concerns must be a priority. When AI is used in a way that directly impacts pupils or staff, informed consent should be obtained where required by law.
- Ethics in AI is vital in education because it ensures that AI technologies are used in ways that are equitable, transparent, and respect the privacy and dignity of pupils and staff. Ethical AI helps prevent biases that can affect learning outcomes, ensuring all pupils have equal opportunities.

7. IMPLEMENTATION AND USAGE

7.1 Training:

All staff involved in the use of AI technologies must receive training on ethical AI use, data protection, and the potential impacts of AI on education.

- All Leaders (for the purpose of this policy this includes, Trust leadership, School & Setting SLT and Curriculum Leads) within the Trust need to work through the DFE "The Safe and Effective Use of AI in Education" Leadership Toolkit [[Using AI in education: support for school and college leaders - GOV.UK](#)]
- All Teachers and Teaching Assistants within the Trust need to complete "Certificate in the Fundamentals of AI for Educators", published by the National College [[Certificate in the Fundamentals of AI for Educators](#)]

7.2 Compliance:

Use AI tools that comply with data protection regulations. For instance, ensure tools adhere to GDPR standards. Data impact assessments and/or risk assessments must be in place prior to usage. Staff must use work accounts to access AI for work related purposes.

7.3 Consent:

Woodbridge Trust does not support the inputting of personal data into AI tools. Where this is the case consent must be sought before processing personal data with AI. This includes informing parents about the AI tools being used and securing their permission.

7.4 Audit:

Regularly audit AI tools to ensure fairness and inclusivity. This involves checking for bias and ensuring the AI applications promote equality and diversity.

7.5 Review:

The implementation and impact of AI tools must be regularly reviewed to ensure they align with educational goals and ethical standards. Adjustments should be made based on new developments and feedback from stakeholders.

7.6 Age Appropriateness:

Most AI software is designed for users aged 13 and above and is not suitable for primary-aged children. For example, tools like ChatGPT and certain AI-driven

educational platforms have age restrictions due to privacy laws and content suitability. Woodbridge Trust does not support the usage of AI tools with pupil interactions.

8. THIRD PARTY PROVIDERS

- Before engaging with third-party AI providers, due diligence will be performed to ensure compliance with GDPR and ethical guidelines. Contracts must outline data protection responsibilities.
- Any third-party service processing personal data must have a clear data processing agreement (DPA) in place, specifying their role and the data protection measures in place.

9. MISUSE OF AI

- If you suspect that someone is misusing AI, you have a responsibility to report this – Please refer to Woodbridge Trust Whistleblowing Policy, this can be found on the Trust website
- If you are found to be misusing AI and/or not applying the policy you could potentially face disciplinary action

APPENDIX 1:

Artificial Intelligence (AI) Transparency Statement for all Stakeholders

At [Insert School / Setting Name], we are committed to fostering innovation while maintaining the trust and transparency of our community. As part of our ongoing efforts to enhance the quality of education and streamline our school operations, we may utilise artificial intelligence (AI) technologies across various areas of our organisation. This AI usage is intended to support and improve the experiences of students, staff, and stakeholders alike.

How AI May Be Used

This Transparency Statement should be read in conjunction with Woodbridge Trust "Use of Artificial Intelligence (AI) Technologies". Some examples of how AI may be applied include, but are not limited to:

- **Curriculum Enhancement:** AI tools may assist in the design and development of curriculum resources, adapting these to the needs of our pupils with the aim of improving educational outcomes.
- **Policy Design and Review:** AI may be used to analyse existing policies, identify patterns, and recommend adjustments to better meet the evolving needs of our school community.
- **Administrative Support:** AI technologies may assist in streamlining administrative processes, improving operational efficiency, and ensuring smoother communication and decision-making.
- **Communication Generation:** AI may be used to support the generation of certain communications, such as newsletters, announcements, or reports, to enhance efficiency and consistency in conveying important information to our school community.

Current Guidelines Regarding Direct Pupil Interaction with AI

Woodbridge Trust does not support direct interactions between pupils and AI systems. We recognise the importance of safeguarding the well-being of our pupils and will continue to review our approach to AI use in this area. If any changes occur regarding pupil interaction with AI, we will ensure that these are communicated clearly to all stakeholders and consent sought.

Commitment to Ethical Use

We are committed to ensuring that AI systems used across Woodbridge Trust are implemented safely, responsibly, ethically, and in line with best practices. Any data used in AI-driven processes will be handled with the utmost care, in accordance with relevant data protection laws, to safeguard the privacy and confidentiality of our pupils and staff.

Transparency and Accountability

We believe in the importance of keeping our stakeholders informed about the role of AI within our school. Our AI policy will be reviewed annually and made available via our Trust website. We encourage open dialogue and invite questions or concerns regarding AI implementation.