



# Use of artificial intelligence

**North Star Community Trust**

November 2024

## Introduction

AI (Artificial Intelligence) refers to technology that can create new content by drawing from large volumes of existing information. It is a relatively new technology which is regularly evolving and with as yet, no formal regulation. As such we feel there is a need to provide some guidelines with regard to its use in our Trust however this may be regularly updated.

## Authorised and unauthorised use

Users should be aware that AI cannot provide definitive answers or solutions as any responses it returns can differ each time as: -

- it will depend on how questions or inputs are phrased by the user; and
- responses are usually derived from information on the internet which itself may neither be up to date nor reliable.

The onus rests with the user to ensure the accuracy of any information they collect from AI tools.

Failure to comply with this policy may result in a disciplinary process for staff or behavioural sanctions for pupils. We permit the informed and responsible use of generative AI applications for identified purposes: -

### For staff

AI should be used only to enhance, not replace, staff subject knowledge or tasks. Where appropriate or if asked, staff should ensure they make it clear when they have used any AI generated content, including in any lesson materials.

Approval is likely to be permitted for the following types of use: -

- drafting internal guidance, articles, training, presentations or letters
- ideas for (but not final) lesson or activity planning, including differentiation
- generating quiz questions
- conducting research
- providing summaries
- idea generation
- analysing text to recommend changes / improvements
- generating reading or comprehension activities
- generating images as stimulus material or for internal publication

## For pupils

Where it is age appropriate for them to use it, students should ensure that they label any AI-generated content they have used.

Approval is likely to be permitted for the following types of use: -

- as a research tool
- idea generation for projects
- analysing text to recommend changes/ improvements
- generate summaries or explanations of topics or concepts for revision or learning purposes

Pupils must **not** use any AI tool for any of the following purposes:

- generating inappropriate images
- using any personal details of staff or students within an AI model
- using generative AI as a method to humiliate, bully, intimidate or harm anyone else
- copying or paraphrasing sections of AI-generated content so that the work is no longer the pupil's own
- copying or paraphrasing whole responses of AI-generated content
- using AI to complete parts of assessments so that the work does not reflect the pupil's own work, analysis, evaluation or calculations
- failing to acknowledge use of AI tools when they have been used as a source of information
- incomplete or poor acknowledgement of AI tools
- submitting work with intentionally incomplete or misleading references.

## Data protection and ethics

Under no circumstances should anyone: -

- upload any personal information (including names and photos) into **any** AI application.
- upload any proprietary content (i.e. privately owned or protected by copyright or trademark) into AI tools.

Additionally users need to be aware that images created by AI may inadvertently breach or infringe copyright if used.