Alex D&D Training AI Acceptable Use Policy

1. Purpose

This policy ensures that Artificial Intelligence (AI) tools are used responsibly and ethically to support learning, teaching, and administration at Alex D&D. It promotes safe, fair, and transparent use of AI while protecting student welfare and data privacy.

2. Scope

This policy applies to:

- All students, staff, and visitors using AI tools on school premises or through school accounts
- AI used in teaching, assessment, communication, and administration
- Both school-provided and personally accessed AI platforms (e.g., ChatGPT, Copilot, Grammarly, Google Bard)

3. Acceptable Use

Permitted uses include:

- Using AI to support learning (e.g., summarising texts, generating ideas, revising content)
- Citing AI-generated content clearly and appropriately
- Critically evaluating AI outputs before using them in assignments
- Engaging in classroom discussions about AI ethics and impact

4. Unacceptable Use

Prohibited uses include:

- Submitting AI-generated work as original without disclosure
- Using AI to cheat, plagiarise, or bypass independent thinking
- Inputting personal, sensitive, or confidential data into public AI tools
- Generating harmful, offensive, or misleading content using AI

5. Data Protection & Privacy

- All AI tools must comply with UK GDPR and the Data Protection Act 2018
- Staff must not upload identifiable student data into external AI platforms
- AI tools must be reviewed by the school's Data Protection Officer before use

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6. Safeguarding & Risk Management

- AI use must not compromise student safety or wellbeing
- The Designated Safeguarding Lead (DSL) will oversee AI-related risks
- AI tools will be monitored for inappropriate or unsafe outputs

7. Training & Awareness

- Staff will receive annual training on ethical and safe AI use
- Students will be taught AI literacy as part of the PSHE or Digital Skills curriculum
- Parents will be informed about AI tools used in school and their purpose

8. Transparency & Accountability

- AI-assisted work must be clearly labelled (e.g., "Generated with AI assistance")
- Misuse of AI may result in disciplinary action under the Behaviour Policy
- Concerns or breaches must be reported to the Senior Leadership Team

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Responsible person

Efosa Ekhator

Head of Centre.

Next review Date; 30/11/2026

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Student AI Use Agreement

Alex D&D Training – Academic Year [2025–2026]

Purpose

This agreement outlines how students may use Artificial Intelligence (AI) tools responsibly and ethically during their time at school. It supports safe learning, creativity, and academic integrity.

I agree to:

1. **Use AI tools responsibly**
   I will use AI to support my learning, not replace it. I understand that AI is a tool—not a shortcut.
2. **Be honest and transparent**
   If I use AI to help with my work, I will clearly state how I used it (e.g., "This summary was generated with AI assistance").
3. **Avoid plagiarism**
   I will not copy and paste AI-generated content and submit it as my own. I will always think critically and add my own ideas.
4. **Protect my privacy**
   I will never enter personal, sensitive, or confidential information into AI tools.
5. **Fact-check AI outputs**
   I understand that AI can make mistakes. I will verify any information it gives me before using it in my work.
6. **Use approved tools only**
   I will only use AI platforms that have been approved by my teacher or the school.
7. **Report misuse or concerns**
   If I see AI being used inappropriately or feel unsure about something, I will speak to a teacher or trusted adult.

I will not:

- Use AI to cheat or bypass independent thinking
- Generate harmful, offensive, or misleading content
- Share login details or use AI tools to impersonate others
- Use AI tools during assessments unless explicitly allowed

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Student Declaration

I, **……..**, have read and understood the Student AI Use Agreement. I agree to follow these guidelines and understand that misuse may result in disciplinary action under the school's Behaviour Policy.

Signature: _____
Date: _____
qualification title: _____