

AI Use in School – Staff Summary

The Astley Cooper School | June 2026

Why this matters

AI can **support teaching, reduce workload, and improve learning**—but it also creates risks. This guidance sets clear expectations so AI is used **safely, ethically, and legally**.

Core Principles (Apply Always)

- **You remain responsible** for all work produced using AI.
- **AI supports professional judgement** – it does not replace it.
- **Be transparent**: acknowledge AI use where appropriate.
- **Fact-check and sense-check** all outputs.
- **Protect privacy**: never enter personal or identifiable data into open AI tools.
- **Avoid bias**: critically evaluate for errors or unfair assumptions.

Approved AI Use (Staff)

You **may use approved, school-account AI tools** (i.e. Copilot, Gemini) for:

- Lesson planning and idea generation
- Differentiation, summaries, explanations (checked for accuracy)
- Drafting resources or refining language
- Formative feedback and marking (not final summative comments)
- Productivity tasks (emails, letters, draft policies)

You must not:

- Delegate professional decisions to AI
- Use AI to generate final NEA/coursework comments or grades
- Input identifiable pupil, family, or staff data into open tools
- Use unapproved personal AI accounts for school work

(See Appendix A of the policy for the full approved tools table.)

Data Protection – Non-Negotiable

- **No personal or sensitive data** in unauthorised or open AI tools.
- Breaches are treated as **data protection incidents** and managed under GDPR procedures.
- If unsure, **ask the AI Lead or DPO before using the tool**.

Pupils and AI

- Pupils may only use **approved tools** and must **acknowledge AI use**.
- AI must not complete work that is meant to show independent understanding.
- Staff should actively teach pupils how to **use AI critically and responsibly**.

Assessment and Malpractice

- Follow JCQ guidance for exams, NEAs and coursework.
- **AI detection tools are indicators only**, not proof.
- Professional judgement and evidence remain central.

Safeguarding

- AI can introduce new safeguarding risks (e.g. grooming, harmful content).
- **Report concerns immediately to the DSL**, following existing safeguarding procedures.

If Something Goes Wrong

- **Raise concerns early** with the Headteacher or AI Leads.
- Safeguarding → **DSL**
- Data protection → **DPO**

Breaches by staff are managed through the **Staff Code of Conduct**.

Support and Training

- All staff will receive **AI awareness and safe-use training**.
- Tool-specific CPD will be provided where relevant.
- The AI Leads (Dr M Ryde & Mr R Baker) are your first point of contact.

Key Message

AI is a tool, not an authority.

Used well, it supports great teaching. Used carelessly, it creates risk.

If unsure: **pause, check, and ask**.