Sample School Policy Template: Artificial Education

NB: This document is an example template only and should be thoroughly discussed by school leadership and adapted to suit the context of the school. This document largely pertains to generative AI (for example large language models like ChatGPT, or image generation such as DALL-E, Midjourney, and Stable Diffusion). This document is not intended to be used as-is.

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I. PURPOSE

I.1. Explanation of the purpose of the policy document:

The purpose of this policy document is to establish guidelines for the ethical, secure, and responsible use of Artificial Intelligence (AI) technologies in our school community. It is designed to provide a framework for the appropriate use of AI technologies while ensuring that students' privacy, security, and ethical considerations are taken into account.

II. SCOPE

II.1. Explanation of the scope of the policy document:

This policy document applies to all members of our school community, including students, teachers, administrative staff, and other stakeholders who may use AI technologies in the school environment. It particularly covers generative AI technologies, such as Large Language Models.

II.2. Identification of stakeholders involved in the implementation of the policy:

The following stakeholders are involved in the implementation of this policy: school leadership, teachers, administrative staff, students, and parents/guardians.

III. POLICY STATEMENT

III.1. Clear statement of the school's commitment to ethical use of AI:

Our school is committed to using AI technologies in an ethical, transparent, and responsible manner. We acknowledge that AI technologies have the potential to significantly enhance student learning and engagement, but we also recognise the importance of protecting student privacy and ensuring that the use of these technologies is consistent with ethical considerations.

III.2. Explanation of the importance of AI technologies to the school's mission:

The use of AI technologies in our school aligns with our mission to provide a high-quality education that prepares our students for success in the 21st century. AI technologies have the potential to support personalised learning and help teachers identify areas where students need extra support. They can also support research and writing activities and provide opportunities for students to develop skills related to critical thinking, problem-solving, and digital literacy.

IV. RESPONSIBILITIES

IV.1. Identification of the individuals and groups responsible for the implementation and maintenance of the policy:

The following individuals and groups are responsible for the implementation and maintenance of this policy:

- School leadership: responsible for providing resources, guidance, and support for the implementation of the policy.
- Teachers: responsible for implementing the policy in their classrooms, including providing instruction on the ethical and responsible use of AI technologies.
- Administrative staff: responsible for ensuring that AI technologies are used in compliance with the policy, including data privacy and security policies.

- Students: responsible for using AI technologies in an ethical and responsible manner, as outlined in this policy.
- Parents/guardians: responsible for supporting their children's appropriate and ethical use of AI technologies in compliance with this policy.

V. ETHICAL CONSIDERATIONS, TRANSPARENCY AND ACCOUNTABILITY
Points to discuss:
- What ethical considerations should be taken into account when using AI technologies?
- How can transparency and accountability be promoted in AI use?
- What are the limitations and potential biases of AI technologies, and how can they be addressed?

VI. DATA PRIVACY AND SECURITY
Points to discuss:
- What personal data will be collected, stored, and analysed by the AI technologies?
- How will the school ensure that personal data is kept secure and student privacy is protected?
- What policies and procedures will be in place to address issues related to data privacy and security?

VII. ACCESS AND EQUITY
Points to discuss:
- What types of AI technologies will be provided to students?
- How will the school ensure that students have equitable access to AI technology and resources?
- What steps will be taken to ensure that the technology is accessible to all students, including those with disabilities?

VIII. ACCEPTABLE USE
Points to discuss:
- What are the acceptable and responsible uses of AI technologies?
- How can the limitations of AI be addressed in the classroom?
- What guidance will be provided to staff and students regarding acceptable use?

IX. ACADEMIC INTEGRITY
Points to discuss:
- What is the school's position on academic integrity related to AI technologies?
- How can AI technologies be used to support academic integrity?
- What policies and procedures will be in place to address suspected breaches of academic integrity related to the use of AI technologies?

X. ASSESSMENT PROCESSES
Points to discuss:
- How will AI technologies be used in assessment processes?
- What are the limitations of AI in assessment, and how can they be addressed?

- What guidelines will be provided to staff and students regarding the use of AI technologies in assessment?

XI. CITATION AND REFERENCING
Points to discuss:
- How can AI-generated material be appropriately cited and referenced in research and writing?
- What guidelines will be provided to staff and students regarding the appropriate citation and referencing of AI-generated material?
- What tools and resources will be made available to support appropriate citation and referencing of AI-generated material?

XII. ACCURACY AND CREDIBILITY
Points to discuss:
- What are the limitations of AI in terms of accuracy and credibility?
- How can the accuracy and credibility of AI-generated information be verified before it is used in research and writing?
- What guidance will be provided to staff and students regarding the use of multiple sources to verify the credibility and reliability of AI-generated information?

XIII. PROFESSIONAL DEVELOPMENT
Points to discuss:
- What professional development opportunities will be made available to staff regarding AI technologies?
- How can staff be supported in their implementation and use of AI technologies?
- What ethical considerations should be discussed in professional development opportunities for staff?
- What resources and support will be provided to staff for ongoing learning and development related to AI technologies?

XIV. COMMUNITY ENGAGEMENT
Points to discuss:
- How will the school community be informed about the use of AI technologies in the school environment?
- What opportunities will be provided for stakeholders to provide feedback and ask questions about the use of AI technologies?
- What strategies will be used to engage with parents, students, and other members of the school community in a meaningful and informative way?
- How will stakeholder feedback be used to inform ongoing evaluation and improvement of AI use in the school environment?

XV. REVIEWING AND UPDATING THE POLICY
Points to discuss:
- How often will the school's policy on AI be reviewed and updated?
- What process will be used to review and update the policy?

- What criteria will be used to evaluate emerging trends in the use of AI technologies in the school environment?
- How will policies and procedures be updated as necessary to ensure that they remain relevant and effective in the use of AI technologies in the school environment?