



# STAFF AI ACCEPTABLE USE POLICY (AUP)

AUTUMN TERM, 2025

To be reviewed annually or when guidance changes

Aligned with: DfE guidance on AI in education, Ofsted expectations, UK GDPR/ICO guidance, Keeping Children Safe in Education (KCSIE – latest edition), JCQ regulations, and relevant UK legislation/NCSC standards.

## AT A GLANCE (KEY RULES)

- **Use only tools on the Approved Tools List.** Ask first for new apps (reply within 5 working days, term time).
- **Never type identifiable pupil/staff/parent details into prompts** (names, EHCP/SEND, safeguarding, medical/HR). Keep prompts anonymous.
- **People decide, not AI.** Always review, edit and fact-check AI outputs; use UK spelling and school templates.
- **Be transparent:** add a note when AI helped draft a document or plan. “Drafted with support from askKira and reviewed by [Name].”
- **Follow JCQ rules for assessments/coursework;** pupils’ work must be their own.
- **Keep logins secure;** don’t install unapproved extensions; use school accounts only.
- **Incidents:** stop, capture details and tell the DPO/DSL immediately (ICO timelines may apply).

### 1) Purpose and scope

This policy helps staff use AI tools (e.g., askKira) safely, lawfully and effectively to support teaching and school operations. It applies to all adults working for the school/MAT, including agency/supply staff, contractors and volunteers.

### 2) Approved tools and ‘ask first’

Use tools on the **Approved Tools List** only. To try a new app/extension, complete the **New Tool Request form**. We acknowledge in 1 working day and give a decision within 5 working days (term time). Urgent safeguarding or data-risk requests are fast-tracked the same day. **Do not use personal accounts or unapproved apps for school work.**

### 3) Non-negotiables

- **People decide, not AI:** staff remain responsible for all decisions and outputs.
- **Protect data:** keep prompts anonymous; never enter identifiable personal information.
- **Be transparent:** say when AI helped.
- **Keep it fair:** AI should help reduce workload and improve quality for everyone.



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## 4) Data protection (UK GDPR/ICO)

**Do NOT enter into prompts: pupil or staff names, addresses, photos, contact details;** EHCP/SEND details; medical or HR information; safeguarding/behaviour notes; any information that can identify a person. **If in doubt, leave it out and ask the DPO.**

Keep prompts minimal and anonymous. Store outputs like any other school record (secure storage and retention). The DPO will set the legal reason to process data, complete the DPIA (data privacy check) and record uses in the AI Register (Article 30) where required.

**Do not upload photos, screenshots from MIS, or scanned documents that include names/IDs.**

## 5) Safeguarding (KCSIE) and filtering/monitoring

Any AI use that involves behaviour or safeguarding information requires DSL awareness and sign-off. Follow the school's filtering and monitoring rules on all devices/accounts. Report any concerning content to the DSL immediately.

## 6) Teaching, learning and JCQ (assessments)

Follow teacher directions on when/how AI can help pupils. For coursework and assessments, follow JCQ rules. If AI is not permitted, do not use it. Pupils' work must be their own; teach citation and academic honesty.

## 7) Quality, accuracy and transparency

**Always review, edit and fact-check AI outputs.** Use UK spelling/tone and school templates; check dates, policies and local context. Where AI contributed, add a simple note when appropriate, e.g., "Drafted with support from askKira and reviewed by [Name]."

## 8) Equity, inclusion and accessibility

Challenge biased or stereotyped outputs. Offer alternatives and support for colleagues who need it. Use accessibility features and inclusive language.

## 9) Security and access (including personal devices)

Keep logins secret and use Multi-Factor Authorisation where provided. Don't install unapproved extensions. Only use school/MAT accounts for school work. If you use a personal device, you must still use school accounts and save work in school systems - never in personal email/Drives. IT/DPO may audit logs to keep systems and data safe.



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## 10) Incidents and reporting (ICO timelines)

If personal data may have been exposed or harmful content appears, stop, capture details (what, when, which tool), and report immediately to the DPO (data) and DSL (safeguarding). The DPO will decide if the ICO must be notified (within 72 hours for reportable breaches) and coordinate communications.

## 11) Roles and responsibilities

- **Head/SLT:** sets direction, approves phases/use, reports to governors.
- **DPO:** DPIA, risk assessment, AI Register, incident procedure/log.
- **DSL:** KCSIE checks; JCQ/exams guidance; pupil AI AUP addendum.
- **AI Lead/CPD:** training, clinics, poster, FAQs, day-to-day support.
- **IT/Procurement:** supplier checks, access controls, filtering/monitoring.

## 12) Extra rules for special cases (to avoid edge-case risks)

- **Messaging/sharing:** don't share AI outputs via personal email/WhatsApp/Dropbox/Drive.
- **Image/voice generation:** never create fake or misleading images/audio of pupils or staff.
- **Impersonation/signatures:** don't use AI to sign, simulate officials, or auto-approve anything.
- **Health/therapeutic/legal advice:** AI must not be used for diagnosis, counselling, or legal decisions.
- **Recruitment/HR:** no automated decisions about staff or pupils; AI may draft text, but humans decide.

## 13) Enforcement

Misuse of AI tools (e.g., entering personal data, using unapproved apps, breaching exams rules) may lead to action under the staff code of conduct and related policies.

## 14) Contacts

DPO (data protection): dpo@school.example • DSL (safeguarding): dsl@school.example • AI Lead: ai@school.example



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## 15) Version control

Date: 23 Aug 2025 | Version: v1.1 | Author: DPO | Approved by: Head/SLT

## 16) Staff acknowledgement

I have read and will follow the Staff AI Acceptable Use Policy and related policies (Data Protection, Safeguarding/KCSIE, Online Safety, Staff Code of Conduct, Exams/JCQ).

Name: \_\_\_\_\_ Role: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Glossary

- **AI Register:** our list of approved AI uses, owners and reviews (Article 30 record).
- **AUP:** Acceptable Use Policy (the rules for using technology in school).
- **DPIA:** Data Protection Impact Assessment (a data privacy check before using a tool).
- **DPO:** Data Protection Officer (leads on GDPR/data).
- **DSL:** Designated Safeguarding Lead (leads on safeguarding).
- **JCQ:** Joint Council for Qualifications (exam rules and guidance).