AISL HARROW NANNING 南宁

Artificial Intelligence (AI) Use Policy

APPLIES TO:	All staff
AISL RESPONSIBILITY:	Chief Education Officer
LAST UPDATED:	1 November 2026
READ and NOTED	JD – Head of School, 1 November
REVISIONS: (Reviewer to enter initials and date)	New Policy

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1. SCOPE & PURPOSE

1.1 The school recognises that artificial intelligence (AI) tools can support teaching, learning and school administration. This policy sets out how AI may be used safely, responsibly and fairly, while protecting students, staff and the school community.

1.2 AI can produce inaccurate, misleading or inappropriate content. It must be used with human judgment and appropriate adult oversight. It does not replace professional expertise, teacher feedback, pastoral care or safeguarding procedures.

1.3 This policy applies to all students, staff, governors, volunteers and visitors using AI tools for school-related purposes, whether on or off campus and whether using school-owned or personal devices.

1.4 It applies to generative AI tools that create or alter text, images, audio, video, code or other content, as well as AI features embedded in software and online services.

2. Principles

2.1 Everyone using AI for school-related purposes must:

- Use it in ways that support learning, safety, inclusion and the school's values;
- Follow the school's safeguarding, behaviour, assessment, data protection, copyright and acceptable-use requirements;
- Check AI-generated content for accuracy, bias, appropriateness and potential harm;
- Be transparent when AI has contributed to work or decisions;
- Remain accountable for content they submit, share or use, even when it was generated by AI.

3. Use by students

3.1 Students may use AI when a teacher has permitted it and has explained how it may be used for the task. Teachers should make clear whether AI is allowed, which uses are permitted, and how students should acknowledge it.

3.2 Unless a teacher has explicitly authorised it, students must not use AI to:

- Produce work that they present as entirely their own;

- Complete assessments, tests or examinations;
- Write or substantially rewrite assignments intended to assess their own knowledge, skills or understanding;
- Generate sources, quotations, data or references and present them as genuine;
- Impersonate another person or create misleading content about someone;
- Create or share harmful, discriminatory, sexual, violent or bullying content.
- Students remain responsible for checking any AI-assisted work and must be able to explain and demonstrate their understanding of what they submit. When required by the teacher, students must state which tool they used and how they used it.

4. Use by staff

4.1 Staff may use approved AI tools to support planning, resource creation, administration and other appropriate professional tasks. They must review AI-generated material before using it with students or colleagues and ensure it is accurate, suitable for the age and needs of the students, and consistent with the curriculum and school policies.

4.2 Staff must not rely on AI alone to make decisions about a student's attainment, behaviour, wellbeing, safeguarding, support needs, admissions or discipline. Such decisions require appropriate human judgment and must follow established school procedures.

4.3 Staff should explain to students when AI is being used in a way that materially affects their learning or assessment.

5. Privacy and confidential information

Users must not enter personal, sensitive or confidential information into an AI tool unless the school has approved the tool for that purpose and confirmed the appropriate privacy and data-protection arrangements.

This includes information that identifies or could reasonably identify a student, family member, colleague or other person, as well as safeguarding information, health information, passwords, school records and confidential school documents.

Users must follow the school's data protection and information security procedures. Concerns about information entered into an AI tool must be reported promptly to the ICT Manager.

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7. Safeguarding and harmful content

7.1 AI must not be used to create, alter, request or distribute content that exploits, threatens, harasses, humiliates or targets another person. This includes fake or manipulated images, audio or video, impersonation, and content that could amount to bullying or abuse.

7.2 Any AI-generated content or interaction that raises a safeguarding concern must be reported promptly through the school's safeguarding procedures to the Designated Safeguarding Lead (DSL). Users must not investigate or circulate potentially harmful material themselves.

8. Accuracy, bias and copyright

8.1 AI output may contain errors, stereotypes, bias or fabricated information. Users must verify important facts using reliable sources and consider whose perspectives may be missing or unfairly represented.

8.2 Users must respect copyright, licensing and intellectual property. AI output must not be used to reproduce or distribute another person's protected work unlawfully, or to misrepresent authorship.

9. Assessment and academic integrity

9.1 The school will explain expectations for AI use in coursework and other assessed work. Teachers may set different rules for different tasks, depending on what the task is intended to assess.

9.2 Where AI use is not permitted, or where a student presents AI-generated work as their own, the matter will be addressed under the school's academic integrity and behaviour procedures. Any response will take account of the student's age, understanding, intent and the circumstances.

10. Approved tools and access

10.1 Students must not create accounts or bypass age restrictions to access AI services for schoolwork.

10.2 The school may restrict or suspend access to an AI tool where needed to protect students, staff, school information or the school's systems.

11. Training and review

11.2 The school will provide guidance appropriate to the responsibilities of students and staff. This policy will be reviewed at least annually, and sooner if changes in technology, law or school practice make a review necessary.