



Prince Henry's Grammar School Artificial Intelligence (AI) Policy

Reviewed by Prince Henry's Grammar School's Senior Leadership Team	February 2026
Review Date	February 2027
Review Cycle	Annually

1. Purpose and Scope

This policy sets out how Prince Henry's will use Artificial Intelligence (AI) tools safely, ethically, and effectively to support teaching, learning, and administration. It applies to all AI technologies, including generative AI (e.g., ChatGPT, Copilot), intelligent tutoring systems, and AI-powered assessment tools.

2. Guiding Principles

- Human-Centered: AI will support, not replace, teachers' professional judgment.
- Safety & Compliance: All AI use must comply with UK GDPR, safeguarding, and intellectual property laws.
- Transparency: Students must disclose when AI tools have been used in creating work.
 - This could be demonstrated by appropriate referencing on student work or on declarations that are made when student work is submitted to an exam board.
- Equity: Ensure fair access to AI tools and avoid reinforcing bias or discrimination.
- Continuous Review: AI use will be monitored and adapted as technology and regulations evolve.

3. Acceptable Use

Staff:

- May use AI for lesson planning, resource creation, and administrative tasks, provided outputs are checked for accuracy and appropriateness.
- AI tools that are able to provide feedback on students' work are permitted to be used as long as they have been approved by the Senior Leadership Team, are not the sole method of providing feedback over time, and the outputs are checked for accuracy and appropriateness.

Students:

- AI may be used for research, idea generation and revision with teacher permission.
- AI-generated work must be clearly acknowledged; passing off AI work as one's own is academic misconduct.
- Guidance for students will be provided through assemblies and lessons where appropriate.

Prohibited Uses:

- Using AI to complete work subsequently submitted as part of or an entire assignment without teacher approval.
- Entering personal or sensitive data into AI tools.
 - For instance, giving names and address of individuals when completing research.
- Using AI to create harmful, discriminatory, or inappropriate content.

- For instance, images or text or any media that relates to other students or staff and/or their protected characteristics

4. Data Protection & Safeguarding

- No student personal data should be entered into AI systems unless approved by the Data Protection Officer.
- AI tools, that use school data and information, must be vetted for compliance with UK GDPR and safeguarding standards.

5. Academic Integrity

- AI use must be transparent. Students must include an AI Use Statement in submitted work when requested by the qualification they are sitting.
- Misuse of AI will be treated under the school's 'Misuse of AI in external assessments policy' with appropriate sanctions put in place as per the policy

6. Staff Training & Support

- All staff will receive training on safe and effective AI use as and when appropriate.
- Guidance will be provided on selecting approved AI tools and mitigating risks such as bias and misinformation.
- Staff will read and sign to say that they have read this policy annually.

7. Monitoring & Review

- The Senior Leadership Team will review AI use annually, considering DfE updates and Ofsted expectations.
- Feedback from staff, students, and parents/carers will inform policy updates.

Appendices

Appendix A: Approved AI Tools List

Copilot is the school's recommended generative AI tool. Other AI tools may be used as appropriate, as long as they are following the guidelines above. These tools may be embedded in programs that are bought for students and staff to use in school. Some forms of generative AI may be blocked by the school IT systems, where there is deemed to be a data or security risk.

Staff and students may ask for an AI tool to be unblocked from the system. These requests will be considered in the same way that URL filtering is managed. The risk management outlined in Appendix C will be applied. The school will follow the guidance laid out in the

Collaborative Learning Trust AI Policy regarding when a DPIA will be required for an AI tool.

Appendix B: AI Use Statement Template

Example: 'I used ChatGPT to help brainstorm ideas for this essay and to clarify some concepts. All final writing and analysis are my own.'

Example: Copilot, accessed 19/1/26, prompt: create a multiple-choice revision quiz for the Year 10 electricity unit in AQA GCSE Physics.

Appendix C: Risk Assessment Checklist

- Is the AI tool compliant with UK GDPR?
- Has the tool been vetted for safeguarding risks?
- Is the AI output reviewed for bias or misinformation?
- Is student data protected and anonymized?
- Is there transparency in AI use?

Appendix D: Student-Friendly AI Policy Summary

- AI can help with learning, but you must use it responsibly.
- Always ask appropriate staff before using AI for schoolwork.
- If you use AI, say so in your work. Don't pretend it's all yours.
- Never put your personal information into AI tools.
- Using AI to cheat or create harmful content is forbidden.
- You must follow the guidance around AI use in assessments issued by staff and exam boards at all times.
- Appropriate sanctions will be applied when this policy is not followed.

AI Policy Agreement

- Staff should read and sign to say they have understood this policy annually.
- Students will sign a document at the start of the academic year or in their 'new starter' meetings when they start at school to acknowledge that they have read and understood the Student Friendly AI Policy Summary (Appendix D).