

ARTIFICIAL INTELLIGENCE FOR STUDENTS AND PARENTS POLICY

Responsible	Chief Operating Officer
Approved by	BFMAT Executive Team
Approval date	30/01/2025
Date for review	30/01/2026

POLICY

Purpose

Scope

This policy applies to Better Future's Multi-Academy Trust which will be referred to as BFMAT for the purposes of the policy.

Terminology for job titles may vary across BFMAT. If this is the case, the terminology used within this policy is deemed to apply to staff/functions in equivalent roles and positions and of equivalent standing.

Definitions

A summary of key terminology used within the Policy, if useful and applicable.

Equality Statement

Equality, freedom and treating all persons with dignity and respect are fundamental human rights. As such, BFMAT is committed to making these central in all its work.

A diverse student body and workforce benefit BFMAT's role as a provider of high quality education and employment in a modern and ever-changing society. BFMAT is firmly committed to the promotion of equality and will not unlawfully discriminate, or tolerate discrimination (direct or indirect, harassment or victimisation) on grounds of age, disability, ethnicity (including race, colour, caste and nationality), gender identity, marriage or civil partnership, pregnancy or maternity, religion or belief, sex and sexual orientation; this includes discrimination by association or due to perception. This policy will operate in furtherance of this.

Artificial Intelligence Policy For Students And Parents

Background to the policy

Although Data Protection law does not specifically define or discuss the guidelines for Artificial Intelligence ('AI'), the guidance from the Information Commissioner's Office and the UK government defines it as using non-human systems to imitate human intelligence.

In this time of constant development and increased usage, there is a need to provide you with an awareness of how AI will be used by the trust and the guidelines for usage by students, especially if being used to complete trust work.

Staff authorised usage of AI

We encourage the informed and responsible use of generative AI applications by staff in carrying out identified business activities. Staff will comply with the terms of the workforce specific policy when using generative AI to carry out business activities.

We encourage the informed and responsible use of authorised AI applications by staff, for the following business purposes:

- a) Drafting internal guidance, training and presentations, emails or other such documentation
- b) Lesson planning
- c) Conducting research
- d) Developing code
- e) Providing summaries
- f) Idea generation
- g) Generating feedback
- h) Assessment
- i) Support writing reports/references
- j) Support with timetabling/scheduling

Where personal data is used with AI applications, an ICO risk assessment and/or data protection impact assessment ('DPIA') has been carried out to ensure transparency in how AI will be used and what mitigating steps have been taken to reduce any potential risk of harm to students, staff and any other data subjects whose data might be shared with the authorised systems.

Authorised AI applications

The trust allow access to the following AI applications for business purposes

- (a) OpenAI ChatGPT
- (b) Google Gemini
- (c) Microsoft CoPilot

The listed AI applications may be updated at any time.

Student usage of AI

We require students to sign an IT Acceptable Use Policy, ensuring appropriate usage of AI and they are reminded of the permitted usage along with an outline of what classes as AI misuse.

The trust permits student usage of AI in the following circumstances:

- a) Generating Feedback
- b) Support with personal statements
- c) Support with communication (emails/teams)

- d) As a research tool
- e) Idea generation for projects
- f) For use with coursework or homework (where permitted)
- g) One to One Tutoring

Data Privacy

The trust is yet to permit the usage of AI to process personal data, but are aware of the data protection responsibilities to be transparent of such usage and will update the policy as and when needed.

Related Policies

students (and parents) can refer to the following policies that are related to this AI Policy: -

- Data Protection Policy
- Privacy notice for parents and students.
- Student Acceptable Use Policy

These are available on member college websites.

Breach of this policy

Breaches may be defined as data privacy violations, lack of transparency, security failures and general misuse of AI for example, the creation of deepfakes.

AI must be used lawfully and must not be used to misinform, mislead, offend or misrepresent.

If at any time you feel a data breach has occurred in relation to data used, stored or shared with the AI system, please refer to the trust s Data Breach Policy and/ or notify Judicium, who act as the Trust's Data Protection Officer, so that this can be investigated.