Widford Lodge

PREPARATORY SCHOOL

Generative AI Policy

This policy applies to all staff, pupils, the Proprietor, volunteers and visitors including those in the EYFS

Date reviewed and approved by the Proprietor: April 2026

Next Review: April 2027

1. *Introduction*

Policy Objective

This policy aims to provide a robust framework for the ethical and efficient use of generative AI technologies within Widford Lodge School. Its principal intent is to empower both educators and learners by integrating AI into the teaching and learning processes whilst emphasising responsible and safe use, inclusivity, and the maintenance of high ethical standards.

We understand that generative AI holds incredible potential for enhancing pedagogical methods, customising learning experiences, aiding administrative efficiency and driving educational innovation. Harnessing this technology effectively necessitates a comprehensive set of guidelines to uphold our shared values and ensure the successful incorporation of AI into our school community.

Applicability and Scope

This policy applies to all staff, pupils, Proprietor, volunteers and visitors who utilise our generative AI resources both on and off the premises. It covers all forms of generative AI technology that support learning, teaching, assessment, pupil wellbeing and administrative processes. Widford Lodge currently permits limited use of approved generative AI tools within Computing lessons under close staff supervision and with appropriate safeguards in place.

Users should adhere to this policy whenever they engage with the generative AI tools provided by the school, ensuring the predictive text and content generated aligns with our educational objectives and ethical standards.

This policy will also extend to any party intending to introduce a new generative AI tool to our school system. The tool will be scrutinised in accordance with our evaluation processes to ensure compliance with academic standards, usability, privacy considerations, and accessibility needs before being deployed for use. In the next sections, we will detail roles and responsibilities, ethical standards, data privacy and security, and steps ensuring accessibility and inclusivity aligned with our continuous learning and improvement ethos. Each of these essential elements will help reinforce our collective understanding of a technology that promises to nurture an innovative, engaging and inclusive learning environment.

2. *Roles and Responsibilities*

Senior Leadership Team

The SLT holds the ultimate responsibility for the implementation and oversight of this policy and ensures that the school's use of generative Al aligns with its educational objectives, legal obligations and ethical standards.

The SLT is also responsible for promoting an organisational culture that values responsible Al usage, maintaining a balance between innovation and ethical considerations. They will work collaboratively with teachers, pupils and experts, ensuring that all Al processes adhere to this policy.

The team will also be responsible for addressing any concerns related to the use of generative Al brought to their attention by any member of the school community.

Teaching Staff

Teachers play a pivotal role in the successful implementation of generative Al technology. They should use the Al tools provided for enhancing pedagogical techniques and improving pupil engagement. It is their responsibility to guide pupils in using these tools responsibly, whilst encouraging a climate of academic integrity. Furthermore, they need to stay informed about advancements in the field of generative Al and adapt their teaching practices accordingly.

Pupils

Pupils are expected to use Al-generated resources responsibly and abide by the ethical use guidelines outlined in this policy. They are encouraged to embrace the concept of originality while using generative Al and to report any misuse or concerns to the relevant authorities in the school.

It is essential for everyone involved to play their part to ensure the harmonious integration of generative Al technology into our school environment, maintaining its focus on enriching learning experiences and upholding ethical standards. As generative Al continues to evolve and mature, so should our understanding of its potential benefits and challenges.

3. Ethical Use of Generative Al

Responsible Use by Teachers

Teachers are expected to model responsible and ethical use of generative Al technologies. This includes the appropriate integration of these technologies into their lessons, in a manner that enhances teaching and learning, without compromising academic integrity. Likewise, teachers should strive to use these tools to inspire creativity and original thinking among pupils, rather than for direct content creation. Teachers' discretion is key in ensuring that the use of generative AI aligns with our school's educational objectives and ethical standards.

Responsible Use by Support Staff

Support staff should also adhere to responsible use of generative AI technologies. They play a vital role in managing and overseeing the correct application of these technologies within the school's operations. Any interaction with the generative AI tools should prioritise the protection of pupil data and respect for privacy. It's crucial for support staff to understand their responsibilities for ethical use and to ensure these tools are employed in a secure manner that benefits the school community.

Responsible Use by Pupils

Generative AI technologies hold great potential for enhancing learning, but this also brings responsibilities. Pupils are expected to use these tools in a manner that respects our academic and ethical principles. This includes acknowledging the sources of AI-generated content and using these tools to support, rather than replace, their original thinking and creativity. In Computing lessons, pupils may use approved generative AI tools as part of supervised teaching and learning activities. This use will only take place under the direct supervision of teaching staff and with appropriate safeguarding, filtering and monitoring systems in place. Pupils are not permitted to use generative AI tools independently or outside of authorised lesson activities unless specifically directed by a teacher. The school will determine which year groups, subjects and activities are appropriate for the use of generative AI in line with government guidance and safeguarding responsibilities.

Integrity and Avoidance of Plagiarism

Plagiarism is a serious offence in our academic community. While generative AI technologies can provide beneficial insights, it is important that the work pupils produce is reflective of their understanding and knowledge. Pupils must not represent AI-generated content as their own original work. Instead, it should serve as a tool to stimulate their ideas and enrich their assignments while upholding the values of honesty and integrity.

Embracing Originality

Generative AI is an incredibly powerful tool for aiding learning but should not overshadow the importance of original thought. Pupils may use AI to help generate ideas and structure assignments, but the critical analysis and reasoning should be demonstrably their own. If using generative AI, pupils should aim to enhance their original contributions, not replace them.

These provisions ensure that all members of the school community, including teachers, support staff and pupils, use generative AI technologies ethically and responsibly. As we navigate the digital age, we reaffirm our commitment to uphold our core values and promote a culture that respects academic integrity and champions original thinking.

4. Data Privacy, Security and Compliance

Data Protection Measures

The implementation of generative Al technologies necessitates the collection and processing of a variety of data. Our school is committed to protecting this data with robust security measures consistent with technological advancements. These measures include encryption, secure network infrastructures and controlled access permissions. To ensure seamless GDPR compliance, training will be conducted for staff, particularly those who interact directly with generative Al technologies. This training will be designed to equip them with the skills required to handle data responsibly and to recognise potential data protection issues proactively.

Compliance with Privacy Regulations

We recognise and respect our obligations under the General Data Protection Regulation (GDPR) and other UK data protection laws to safeguard pupil and staff data privacy when deploying generative Al technologies. Accordingly, the school ensures that all data is processed within the rights of data subjects, including the right to access, correct, or erase personal data.

In line with our commitment to ethical conduct and best practices, we adhere rigorously to the General Data Protection Regulation (GDPR) for the safe and responsible handling of data within our generative Al technologies. Given the intrinsic data-driven nature of these technologies, safeguarding personal information becomes paramount. Data is collected for legitimate purposes, such as enhancing learning experiences and improving administrative efficiency, and is retained only as long as necessary for these purposes. Generative Al tools often require access to a large dataset to function effectively. While we strive to enhance the educational experience through Al, we equally prioritise the privacy of our staff, pupils, and all stakeholders involved. Data collected for Al processes will be limited to what is necessary for the stated educational or administrative purpose. Data used or generated by generative Al tools will be anonymised where possible and stored securely. Retention periods will be kept to an absolute minimum, with data deleted once it has served its purpose and is no longer required. Individuals have the right to access their personal data processed by these technologies, as well as the right to correct inaccurate or incomplete information.

Pupil Data Storage and Management

The school recognises the importance of careful data management. Data obtained from the use of generative Al tools is securely processed and stored in alignment with contractual commitments following EU legislation. The data is encrypted and not used to train the AI.

Ensuring data privacy and security is not a one-time activity but a continuous process that must evolve with technological advancements and expanding regulatory frameworks. This policy outlines the school's commitment to maintaining a secure and trusted learning

environment where generative AI technologies are employed responsibly. The school strives to balance the benefits of innovation with the necessity of privacy, setting a strong foundation for the pupils' digital future.

5. Accessibility, Inclusivity and Personalised Learning

Support for Pupils with Learning Differences

Generative AI technologies present new opportunities for supporting pupils with learning difficulties. Personalised content and interactive features can cater to varied learning styles and pace, thus facilitating a more inclusive learning environment. Our school is committed to leveraging these technologies to support diverse learning needs and ensure equal access to educational resources.

Catering to Individual Learning Needs

With generative AI, we can create personalised learning pathways that consider each pupil's unique attributes, abilities, and learning preferences. The technology allows us to provide individualised learning materials that can adjust to the pupil's progression, thereby boosting engagement levels and improving academic outcomes. All educators and pupils should strive to harness the potential of generative AI to enhance the school's learning environment.

Our goal is to ensure that generative AI technologies are used in a way that benefits all pupils, irrespective of their abilities or learning styles. We believe that all pupils should have the opportunity to achieve their full potential, and with generative AI, we are well-positioned to make this possible. The continuous endeavour to ensure accessibility and inclusivity is part of our commitment to equal opportunities and will remain a priority in our educational approach

6. Evaluation and Quality Assurance

Assessing Accuracy, Relevance and Appropriateness

The adoption of any generative AI tool in our school setting requires careful evaluation. We must assess the accuracy, relevance, and appropriateness of both the tool itself and the content it generates. These evaluations are critical to ensure that these technologies align with our educational objectives and uphold our commitment to providing quality education to our pupils. We only use AI from reputable companies who securely encrypt and store data in line with the EU legislation. Data validity and accuracy are paramount, therefore, any discrepancies or inconsistencies found in AI-generated content should be diligently reported and rectified. The appropriateness of AI-generated content must also be assessed against our school's curriculum standards, ethical guidelines, and the diverse cultural and personal backgrounds of our pupils.

Feedback

Feedback is vital for the ongoing development of generative Al adoption within our school. Teachers, pupils and parents should be encouraged to provide feedback on their experiences, possible areas of improvement, and any concerns with the generative Al tools utilised. This feedback will guide the modification and improvement of the Al tools for enhanced learning outcomes.

The school's commitment to the continuous evaluation of generative Al tools ensures that the technology's capabilities align with the educational, ethical, and personal needs of our pupils, effectively benefiting teaching and learning processes. It further ensures the school's generative Al initiative remains dynamic, responding efficiently to changes and advancements in Al technology.

7. Continuous Learning and Policy Improvement

Professional Development and Learning Resources

As generative Al continues to evolve, it's crucial for the educational community to stay updated with the latest developments. To this end, the school will provide ongoing training and resources for teachers, ensuring they understand how to use generative Al technologies and incorporate them into their teaching methods effectively and ethically. At the same time, pupils will be educated on the ethical use and potential of generative Al in learning.

Regular Policy Review

This policy will not remain static, it will evolve alongside advancements in generative Al technologies and changes in regulatory landscapes. The member of SLT responsible for the policy, in collaboration with the wider school leadership team, will regularly review and update this policy to reflect new knowledge, learnings, and best practices in the field of generative Al in education The school's commitment to continuous learning and improvement goes beyond the classroom. It integrates into our processes, our methodologies, and our policies. This approach will ensure that our school remains at the forefront of technological advancements in education, leveraging the significant benefits of generative Al to deliver enriched, engaging, and personalised learning experiences for all our pupils.

8. Authorised Generative Al Tools

Our school acknowledges the need for specific, authorised tools that align with our educational goals and uphold our commitment to data privacy and ethical usage. The following list details the generative Al tools currently approved for use within our school community. It's important to note that this list is subject to change as we regularly review and evaluate the suitability of these tools, in light of advancements in generative Al technologies, amendments to data privacy regulations, and the evolving needs of our diverse pupil and staff body. We are committed to maintaining a dynamic list that best

serves our educational objectives and technical requirements and supports our pupils' and staff's safe and responsible use of generative AI tools.

Before any engagement with third-party vendors for generative AI tools, thorough due diligence will be performed to ensure their compliance with GDPR and other relevant legislation.

Microsoft Co-Pilot

Gemini

TeachmateAI