



# **Robert Clack School of Science Artificial Intelligence (AI) and Online Safeguarding Policy 2026 - 2027**

**Approved by Executive Headteacher:**

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**Signed by Chair of Governors:**

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## Contents

|                                                |   |
|------------------------------------------------|---|
| 1. Introduction .....                          | 3 |
| 2. Purpose .....                               | 3 |
| 3. Scope .....                                 | 3 |
| 4. Definition of Artificial Intelligence ..... | 4 |
| 5. Acceptable Use .....                        | 4 |
| 6. Unacceptable Use .....                      | 4 |
| 7. Academic Integrity .....                    | 4 |
| 8. Online Safeguarding .....                   | 5 |
| 9. Education and Guidance .....                | 5 |
| 10. Home-School partnership .....              | 5 |
| 11. Responsibilities .....                     | 6 |
| 12. Staff Data and AI Use .....                | 6 |
| 13. Monitoring and Review .....                | 7 |

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## 1. Introduction

This Artificial Intelligence (AI) and Online Safeguarding Policy governs the use of AI tools and technologies in connection with Robert Clack School. It applies to all access to AI systems and generated content, whether used on school devices, personal devices, or through external platforms, both on-site and off-site.

This policy covers the use of AI tools accessed via web browsers, applications, or integrated platforms, including but not limited to text generation tools, image and video generators, and voice synthesis technologies. It applies where such tools are used for educational, administrative, or school-related purposes.

The terms the School, Robert Clack School, or Robert Clack School of Science refer to all facilities, systems, and digital environments under the jurisdiction of the school, including those used for teaching, learning, communication, and administration.

The term AI tools refers to any software or system capable of generating content or responses based on user input. This includes, but is not limited to, platforms such as ChatGPT and other emerging generative AI technologies.

The terms Staff or Users refer to all contracted employees of the school, employees of the London Borough of Barking and Dagenham working within the school, external professionals engaged by the school, and IT technical staff. The term also includes all students and parent/carers who are granted access to school systems or digital resources.

This policy should be read in conjunction with the school's Computer Resources Policy, Safeguarding Policy, Behaviour Policy, and all relevant data protection requirements, including the UK General Data Protection Regulation (UK GDPR).

## 2. Purpose

Robert Clack School recognises the increasing use of Artificial Intelligence (AI) in education and wider society. This policy sets out clear expectations for the responsible and ethical use of AI, while strengthening the school's approach to **online safeguarding**.

It aims to:

- Protect students from digital harm
- Maintain academic integrity
- Support independent learning and critical thinking
- Provide clear expectations for staff and students

This policy should be read alongside the school's **Computer Resources Policy**, Safeguarding Policy, and behaviour policy.

## 3. Scope

This policy applies to:

- All students
- All staff
- All school devices and networks
- Any AI use linked to schoolwork, whether in school or at home

## 4. Definition of Artificial Intelligence

Artificial intelligence (AI) is when a computer or a machine is able to carry out tasks that usually require human intelligence. It also refers to digital tools that generate content based on user input. This includes:

- Text generation tools (e.g. chatbots)
- Image and video generation tools
- Voice synthesis and manipulation tools

As AI technology continues to develop, the school will review and update this policy accordingly.

## 5. Acceptable Use

AI may be used to support learning in a structured and limited way. Acceptable uses include:

- Generating ideas or supporting brainstorming
- Explaining concepts in different ways
- Assisting with revision and study
- Supporting research in the same way as textbooks or websites

Students must critically evaluate all AI outputs and understand that information may be inaccurate, incomplete, or biased.

## 6. Unacceptable Use

Students must not:

- Submit AI-generated work as their own without appropriate acknowledgement or where its use is not permitted
- Copy, paraphrase, or lightly edit AI-generated content and present it as original work
- Use AI in assessments unless explicitly permitted by a teacher
- Fail to declare AI use where required

Any misuse will be treated as academic misconduct and managed in line with the school behaviour policy.

Staff must not:

- Enter personal, sensitive, or identifiable pupil or staff information into AI tools

## 7. Academic Integrity

In line with guidance from the Joint Council for Qualifications (JCQ), AI may be used for research purposes only and must not be used to generate final answers or assessed work.

Where misuse is identified by the staff professional judgement or appropriate AI detection tools, the school may apply:

- A requirement to redo work
- A formal warning
- Behaviour sanctions
- Supervised or supported working arrangements for repeated incidents
- A referral to the exam board

Sanctions will be applied in line with the school's behaviour policy using a proportionate and graduated response.

## 8. Online Safeguarding

Robert Clack School uses the term **online safeguarding** in line with the expectations of the Department for Education and *Keeping Children Safe in Education (KCSIE)*.

This includes protection from:

- Cyberbullying
- Online grooming
- Fraud and scams
- Inappropriate online content

AI introduces additional risks, including:

- Deepfake images and videos
- AI-generated bullying content
- Manipulated audio or voice recordings

These risks are treated as safeguarding concerns and will be managed under the school's safeguarding procedures.

## 9. Education and Guidance

The school recognises that students require education and guidance to use AI safely and effectively.

Teaching will include:

- Understanding AI limitations, including bias and inaccuracies
- Ethical use of technology
- The importance of originality and independent thinking
- How to evaluate AI-generated information critically

The school prioritises education and guidance alongside behaviour expectations.

## 10. Home-School partnership

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The school works in partnership with parents and carers to support responsible AI use. Parents and carers are encouraged to:

- Be aware of AI tools used by students
- Understand the risks of data sharing and online platforms
- Reinforce school expectations at home

## 11. Responsibilities

**Students are expected to:**

- Use AI responsibly and ethically
- Produce original work
- Reference the AI sources in line with the exam board policy

**Staff are expected to:**

- Provide clear guidance on appropriate AI use
- Monitor student work for authenticity
- Apply this policy consistently
- Report concerns or misuse

**School leaders are expected to:**

- Ensure implementation and review of this policy
- Provide staff training where necessary
- Align practice with national guidance

## 12. Staff Data and AI Use

The school recognises that staff may use Artificial Intelligence (AI) tools to support teaching, planning, assessment, and administrative tasks. Where such tools are used, staff must ensure that school-related information is handled securely and appropriately.

Staff must not enter personal, sensitive, or identifiable pupil or staff data into public AI tools.

Staff should be aware that some AI platforms may store or process user inputs. Where possible, staff are advised to:

- Use logged-in accounts to access privacy and data controls
- Review platform settings related to data storage and training
- Avoid inputting confidential school information into external AI systems

When leaving Robert Clack School, Staff should take all reasonable steps to:

- Delete any AI prompts, chat histories, or generated content containing school-related information
- Ensure no confidential or sensitive data remains accessible in personal AI accounts
- Not retain or reuse such material for personal or professional purposes outside the school

These expectations support compliance with the UK General Data Protection Regulation (UK GDPR) and the school's safeguarding responsibilities. Failure to comply may result in formal action under staff conduct and data protection procedures.

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### 13. Monitoring and Review

This policy will be reviewed annually to reflect developments in AI technology and to ensure continued alignment with:

- Department for Education guidance
- Joint Council for Qualifications regulations
- General Data Protection Regulation (GDPR)
- *Keeping Children Safe in Education (KCSIE)*