



# Artificial Intelligence Acceptable Use POLICY

Rednock School  
Where everyone matters



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## 1. Introduction and Vision

At Rednock School, we acknowledge the rapid adoption of generative artificial intelligence (AI) across the educational sector and its significant potential to positively impact teacher and staff workload. We believe that, when used effectively, these tools can enhance our students' intellectual capabilities and prepare them for the evolving landscape of the modern workplace. This policy provides a framework to ensure AI is used safely, ethically, and appropriately to deliver an excellent education for all our learners.

## 2. Core Regulatory Principles

We are committed to the following five principles to ensure a robust and fair approach to AI:

- A. **Safety and Security:** We will ensure AI solutions are secure, protect user data, and anticipate threats such as hacking.
- B. **Transparency:** We will be open about our use of AI and ensure we understand the suggestions it makes.
- C. **Fairness:** We will only use AI solutions that are ethically appropriate and free from prejudice.
- D. **Accountability:** We maintain clear roles for the monitoring and maintenance of AI.
- E. **Contestability:** Staff remain empowered to overrule AI suggestions; final decisions are always made by the human user, not the technology.

## 3. Roles and Responsibilities

- **The Governing Body:** Will ensure this policy reflects legal requirements and the values of Rednock School, reviewing it annually.
- **Headteacher and Leaders:** Responsible for the day-to-day management of AI, ensuring staff receive regular training and that parents are kept informed of how these tools impact their children's education.
- **Designated Safeguarding Lead (DSL):** Will take lead responsibility for online safety, maintaining records of concerns, and ensuring students are protected from harmful or unsuitable content.
- **All Staff:** Must adhere to professional conduct, sense-checking all AI results for accuracy and acknowledging the use of AI in their work. Staff must ensure no personally identifiable information (e.g., student names or photos) is entered into unapproved, open AI tools.

## 4. Acceptable Use for Staff

Staff are encouraged to use school-approved tools, primarily Google Gemini and Notebook LM via their school login, to support their professional duties. Acceptable uses include:

- **Workload Reduction:** Producing administrative plans, policies, and documents efficiently.
- **Teaching Support:** Brainstorming lesson activities, drafting rubrics, and creating tailored resources for a knowledge-rich curriculum.
- **Feedback:** Drafting initial feedback and ideas for student work, which can then be personalised by the teacher.
- **Personalised Learning:** Tailoring guidance and feedback based on individual student needs and learning styles.

## 5. Acceptable Use for Students

We recognise that AI can enhance the learning experience when used as a supplemental aid.

Appropriate practices include:

- **Brainstorming and Research:** Generating project ideas, keywords to guide research, or story starters for creative writing.
- **Clarification:** Asking AI to explain complex keywords or concepts to check understanding.
- **Revision Aids:** Creating flashcards, practice quizzes, or mind maps for self-testing.
- **Developmental Support:** Using tools for small changes, such as checking punctuation or correcting grammar.
- **Structural Planning:** Helping to plan the structure of an assignment before the writing process begins.

## 6. Unacceptable Use by Students and Academic Integrity

Use of AI is considered misuse if it undermines the student's own independent work or the integrity of an assessment. Prohibited practices include:

- **Plagiarism:** Submitting text generated by AI as one's own work.
- **Cognitive Offloading:** Using AI to complete parts of an assessment so that the work no longer reflects the student's own analysis, evaluation, or calculations.
- **Deceptive Research:** Asking AI to generate a reference list instead of conducting independent research, or submitting work with fake references.
- **Exam Misuse:** Using AI to generate answers for exam questions.

## 7. Data Protection and Tool Approval

To protect our school community, the following rules apply:

- **Approved Tools Only:** Any student work or personal data must only be uploaded to Google Notebook LM via a secure school login.
- **DPIAs:** Use of any other AI tool requires a full Data Protection Impact Assessment (DPIA) and sign-off by the Data Protection Officer.
- **Age Restrictions:** Students must only use age-appropriate resources and must be educated on the hazards of sharing personal data.

## 8. Authentication of Student Work

Staff will remain vigilant in ensuring work is authentic by:

- **Monitoring Progress:** Examining intermediate stages of work to ensure it is a natural continuation of earlier drafts.
- **Supervised Production:** Completing portions of work in class under direct supervision.
- **Professional Observation:** Comparing submissions against a student's known writing style, vocabulary, and past handwritten work.
- **Identifying Indicators:** Looking for tell-tale signs of AI, such as American spellings, lack of local knowledge, or "confidently incorrect" statements.

## 9. Compliance

Any student breach of this policy will be handled in line with the Rednock School Behaviour Policy. Staff breaches will be addressed via the Staff Code of Conduct.

We encourage a culture of transparency where any concerns regarding AI-generated errors or unfair treatment are reported immediately to the line manager.

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### Appendix 1 - List of approved products and services

For staff	For students
Google Gemini	Google Gemini
Google Notebook	

Requests by Rednock School staff for the approval of use for other AI systems and services should be raised through your line manager.