



AI Policy

School update	
Responsible for review of policy	Deputy Head (Learning & Development)
Last school update	November 2025
Governor Sub-Committee approval	
Sub Committee to review and approve	Curriculum Committee
Review Period	6 months
Last Sub- Committee review date	27 November 2025
Scheduled Review	May 2026
Approved by Sub Committee (Meeting date)	27 November 2025
Related policies and guidance	ICT use of mobile technology by boarders Online Safety policy Safeguarding Policy Relational Policy Exclusion & Required Removal policy Anti-Bullying including cyber-bullying Policy Guidance for staff on responding to sharing of nudes/semi nudes imagery Policy on taking, storing and using images of children NEA Policy Staff code of Conduct Policy Teaching and Learning, Senior School Policy Disciplinary Policy Exams Policy IT Acceptable Use Policy Student Use of AI Policy

Uploaded to Staff Shared	December 2025
Uploaded to Website & MSP	December 2025

This policy covers any generative AI tool, whether a stand-alone product or integrated into productivity suites such as Google workspace or Microsoft 365. It relates to all content creation including text, artwork graphics, video and audio.

This policy is designed to:

- enable the enhancement of the educational experience through the integration of AI, both for students in relation to their learning and staff in relation to creation of resources and management of data and day-to-day working
- promote an understanding of an ethical use of AI among students and staff with particular attention to guidance from JCQ regarding assessments, more general related approach to plagiarism, and the mission statement and values of RMS
- protect the data privacy and rights of our school community, specifically in line with GDPR and more widely in safeguarding students from the emotional and social dangers of AI

AI-powered tools will inevitably be used by students and staff and we take seriously the responsibility to help them with this exploration, while acknowledging the challenges of a constantly changing landscape.

Overarching principles:

Staff and students should be enabled to understand the opportunities, limitations, and ethical issues associated with AI including:

- Potential for collaboration, creativity, increased agency and rapidity of text/image/audio creation
- Potential for encountering bias and inaccuracy including 'fake' material
- Accountability for inaccuracy and bias lying with the user of the AI when creating text/image/audio
- Transparency and understanding that undeclared use of AI is plagiarism
- Privacy issues, compliance with GDPR
- Need for pursuit of kindness in use of AI
- Unknown impact of AI use on wellbeing

School should:

Responsibility and Due Diligence

Responsibility for ethical usage and due diligence regarding AI is shared throughout the community with particular emphasis on the responsibility of Whole School SLT to regularly communicate and reflect on this rapidly changing landscape.

Staff should:

- Support and where appropriate enable AI literacy, including monitoring and evaluating effectiveness of tools and encouraging critical evaluation of information provided by AI-
- Feel comfortable to use AI tools to enhance traditional teaching, where desirable

- Ensure AI tools, when used, are accessible to all students, including those with SEND and are used to enhance inclusion
- Actively engage in helping pupils develop their use of AI tools for effective learning
- Educate students on Jcq guidance regarding plagiarism and referencing of AI use in assessed work
- Ensure compliance with data privacy laws, particularly ensuring that they are not releasing data by inputting data into open AI
- Be vigilant to pupil misuse of AI and follow up on suspected cases of misuse in accordance with the appropriate policy
- Ensure that legal guidance on age restrictions is monitored and followed and parental permission obtained
- Monitor and respond to changing guidance on use of student images
- Use AI in a manner consistent with RMS Acceptable use of IT agreement and in line with RMS values
- Only use Google Gemini within their school account when working with school or pupil data
- Feel comfortable collaborating and sharing the challenges and excitement of AI development

Students should:

- Follow Jcq and plagiarism regulation and guidance and the Student Use of AI Policy
- Protect the personal data of members of the community
- Acknowledge and reference AI use in creation of their academic work including the platform/tool and description of interaction with AI
- Accept responsibility for verifying all information acquired through AI
- Not use AI as a shortcut, a substitute for effort, nor to avoid the desirable difficulties of learning
- Consider AI generated texts/images/audio to be covered by the same safeguarding policies as authentic ones
- Use AI in a manner consistent with RMS Acceptable use of IT agreement and in line with RMS values
- Feel comfortable collaborating and sharing the challenges and excitement of AI development

Parents are asked to:

- Discuss and be aware of their children's use of AI
- Support and reinforce the school's position on AI use
- Feel comfortable collaborating with and approaching school to share the challenges and excitement of AI development

Consequences of AI misuse by students

- These are covered under related policies