



Use of artificial intelligence

North Star Community Trust

May 2025

Introduction

AI (Artificial Intelligence) refers to technology that can create new, 'natural'-seeming content (i.e. it seems like it was created by a person and not a computer) by drawing from large volumes of existing information. It is a relatively new technology which is regularly evolving and with as yet, no formal regulation. As such we feel there is a need to provide some guidelines with regard to its use in our Trust however this may be regularly updated.

Authorised and unauthorised use

Users should be aware that AI cannot provide definitive answers or solutions as any responses or content it returns can differ each time as: -

- it will depend on how questions or inputs are phrased by the user; and
- responses are usually derived from information on the internet which itself may neither be up to date nor reliable.
- it may generate information which is incorrect, biased or inappropriate

The onus rests with the user to ensure the accuracy of any information they collect from AI tools.

Failure to comply with this policy may result in a disciplinary process for staff or behaviour related sanctions for pupils. We permit the informed and responsible use of generative AI applications for identified purposes: -

For staff

AI should be used only to enhance, not replace, staff subject knowledge or tasks.

Where appropriate or if asked, staff should always ensure they make it clear when they have used any AI- generated content, including in any lesson materials.

Approval is likely to be permitted for the following types of use: -

- drafting internal guidance, articles, training, presentations or letters
- ideas for (but not final) lesson or activity planning, including differentiation
- generating quiz questions
- conducting research
- providing summaries
- idea generation

- analysing text to recommend changes / improvements
- generating reading or comprehension activities
- generating images as stimulus material or for internal publication

For pupils

Where it is age appropriate for them to use it, students should ensure that they label any AI-generated content they have used.

Approval is likely to be permitted for the following types of use: -

- as a research tool
- idea generation for projects
- analysing text to recommend changes/ improvements
- generate summaries or explanations of topics or concepts for revision or learning purposes

Pupils must **not** use any AI tool for any of the following purposes: -

- generating inappropriate images
- using any personal details of staff or students within an AI model
- using generative AI as a method to humiliate, bully, intimidate or harm anyone else
- copying or paraphrasing sections of AI-generated content so that the work is no longer the pupil's own
- copying or paraphrasing whole responses of AI-generated content
- using AI to complete parts of assessments so that the work does not reflect the pupil's own work, analysis, evaluation or calculations
- failing to acknowledge use of AI tools when they have been used as a source of information
- incomplete or poor acknowledgement of AI tools
- submitting work with intentionally incomplete or misleading references.

Data protection and ethics

Some AI functions and tools are bound by a contract we have with it (regulated) e.g. Arbor and some are not (unregulated) e.g. Chat GPT

- **Never** upload any personal information into any unregulated AI application. Personal information includes names, photos, a unique identification code, location data or any

sensitive personal data such as someone’s racial or ethnic origin, political opinions, religious beliefs, trade union membership, physical / mental health (or condition), sex life, sexual orientation, or biometric data

For example: -

Arbor has an AI tool bound by the contract we have in place with them so personal data is both contained within and limited to information held on Arbor	✓
Chat GPT is an unregulated, free tool and if you are using it to help generate a letter to a parent – names and personal data must be removed from any text you enter into it	✗

- Never upload any proprietary content (i.e. privately owned or protected by copyright or trademark) into any AI tools; regulated or unregulated.

Additionally users need to be aware that images created by AI may inadvertently breach or infringe copyright if used.