



READING BLUE COAT

Artificial Intelligence (AI) Policy

1. Introduction

Purpose of the Policy

This policy establishes comprehensive guidelines for the ethical, safe, and legal use of Artificial Intelligence (AI) within Reading Blue Coat. It aims to ensure that AI is used responsibly to enhance learning and teaching while maintaining academic integrity and safeguarding students. The policy is informed by national guidance including the Department for Education's Generative AI Policy Paper (2025) and Ofcom's guidance for schools regarding the Online Safety Act (2024).

Scope and Application

This policy applies to all students, teachers, staff, and volunteers. It covers the use of AI in academic work, administration, pastoral care, and communication. It includes generative AI tools such as Copilot, which is Reading Blue Coat's selected generative AI tool, and outlines responsibilities, safeguards, and procedures for ethical use.

2. Principles and Objectives

Ethical Use of AI

AI must be used in ways that are fair, transparent, and respectful of privacy and human rights. In line with the UNESCO AI Policy Makers Guidance, Reading Blue Coat commits to:

- Preventing bias and discrimination in AI applications
- Ensuring transparency in how AI tools are used and decisions are made
- Protecting personal data in accordance with GDPR and UK data protection law

Promoting Academic Integrity

AI use must support, not undermine, academic honesty. Reading Blue Coat students must:

- Acknowledge and cite any use of AI tools
- Avoid submitting AI-generated work as their own
- Understand the limitations and risks of AI-generated content, including hallucination and misinformation

Teachers must:

- Supervise and authenticate student work.
- Use professional judgement to assess AI-assisted submissions. More detailed instructions are provided in the *Use of Generative AI in Academic Work Policy*.
- Educate students on ethical AI use and citation practices

Enhancing Educational Outcomes

We will encourage AI use to support personalised learning, reduce administrative workload and improve feedback. Examples include:

- AI-driven analytics (e.g. Sparx Maths and Languagenut) to identify learning gaps
- AI tools for lesson planning and curriculum development
- Chatbots for administrative support

These uses will be critically evaluated by the Digital Strategy Committee and aligned with our curriculum and professional standards.

3. Definitions

- **Artificial Intelligence (AI):** Systems that simulate human intelligence to perform tasks such as decision-making, pattern recognition, and content generation
- **Generative AI:** AI tools that create new content (text, images, audio, video) based on training data
- **Data Governance:** Practices ensuring secure, ethical handling of personal and educational data
- **Human Oversight:** Ensuring AI decisions are subject to human review and intervention. At Reading Blue Coat we are committed to keeping a human 'in the loop' with regard to all aspects of AI development.

4. Safety and Legal Compliance

Online Safety and the Online Safety Act

In accordance with Ofcom's guidance on the Online Safety Act (2023), Reading Blue Coat will:

- Conduct risk assessments for AI tools used in school
- Implement content moderation and age assurance for pupil-facing AI tools
- Ensure reporting mechanisms are in place for harmful or illegal content
- Appoint the Deputy Head (Pastoral) and Designated Safeguarding Lead as the named person responsible for AI compliance and safety

Generative AI tools that allow user-generated content or group interaction (e.g. chatbots) and pornographic content generated by AI are regulated under The Online Safety Act. The School's *AI Policy* complies with the regulation as set out in the Act and its measures for enforcement.

Data Protection

We understand and have taken steps to ensure that all AI use at Reading Blue Coat complies with UK GDPR and the Department of Education guidance on data protection in schools.

This includes:

- Avoiding the use of personal data in AI prompts
- Seeking consent from students and parents when personal data is processed.
- Ensuring transparency in data collection, storage, and use
- Providing mechanisms for data access, correction, and deletion

Intellectual Property (IP)

AI-generated content must respect copyright law. At Reading Blue Coat we do not:

- Use student work to train Copilot without explicit permission
- Publish AI-generated content that infringes on third-party IP
- Assume AI outputs are free from copyright risk

We ask staff to critically evaluate AI-generated materials before use or publication.

5. Acceptable Use of AI

Staff Use

Staff may use AI tools for:

- Initial research and idea generation
- Drafting lesson plans and resources
- Administrative tasks (e.g. emails, curriculum development, collating feedback/data)

All AI use must be acknowledged and critically reviewed. Staff remain responsible for the accuracy and appropriateness of their AI-generated content.

Student Use

Students may use AI tools for:

- Research and gathering ideas
- Generating brief quotations with citation
- Receiving feedback or explanations
- Individualised learning pathways that are self-marking (e.g. Sparx Maths)

Students must:

- Clearly document AI use, including tool name, prompt, and date
- Engage critically with AI outputs
- Ensure final submissions reflect their own understanding

Unacceptable uses include:

- Submitting AI-generated work as original
- Using AI to bypass learning or assessment requirements
- Creating misleading or harmful content (e.g. fake emails)

For more detail on students' acceptable use and misuse of AI, please refer to the *Use of Generative AI in Academic Work Policy*.

6. Responsibilities

Students

- Use AI ethically and transparently
- Cite AI-generated content properly

- Understand the limitations and risks of AI tools

Teachers

- Monitor student use of AI
- Authenticate student work
- Educate students on ethical AI use and citation

School Administration

- Develop and enforce AI policies
- Provide training and resources of effective and responsible AI use
- Monitor compliance and review this policy annually

7. Safeguarding and Filtering

At Reading Blue Coat we have taken steps to ensure that AI use is integrated into the School's safeguarding framework. This includes:

- Filtering and monitoring systems that cover AI tools
- Age-appropriate access controls
- Supervision of pupil-facing AI use
- Alignment with Keeping Children Safe in Education (KCSIE) guidance

We use risk assessments to address potential misuse, such as students generating realistic, fake communications.

8. Technical Robustness and Oversight

We have taken the required steps to ensure that the AI systems in use at Reading Blue Coat are:

- Secure from cyber threats
- Regularly tested and monitored
- Transparent in their operation and decision-making

Oversight mechanisms include:

- Human-in-the-loop review of AI decisions
- Staff and student training on AI ethics and safety
- Clear reporting channels for concerns

9. Societal and Environmental Wellbeing

Reading Blue Coat recognises the broader impact of AI use. Therefore, we are committed to:

- Promoting wellbeing through responsible AI use
- Involving students and parents in decisions about AI
- Minimising environmental impact (e.g. energy use of AI systems)

10. Training and Capacity Building

Reading Blue Coat will:

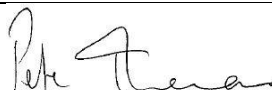
- Provide AI literacy training for students and staff
- Offer professional development on AI ethics and tools
- Develop resources and guidance for safe AI use

II. Monitoring and Review

This policy will be reviewed on a 6-monthly basis or in response to changes in legislation or technology. Monitoring includes:

- Logging AI tool usage
- Reviewing student submissions for citation compliance
- Gathering feedback from stakeholders

The Digital Strategy Committee will oversee policy implementation and updates.

Author(s):	Kevin Magill (Deputy Head [Education Development])
Date:	September 2025
Review Frequency:	Every 6 months
Next Review Date:	March 2026
References:	<ul style="list-style-type: none">• Department for Education (2025). Generative Artificial Intelligence in Education: Policy Paper.• Department for Science, Innovation and Technology (2023), <i>The Online Safety Act</i>• JCQ (2024). Artificial Intelligence and Malpractice Guidance.• ICO (2024). Guidance on AI and Data Protection.• Ofcom (2024). Open Letter on Generative AI and the Online Safety Act.• National Cyber Security Centre (2024). <i>ChatGPT and LLMs: What's the Risk?</i>• UNESCO (2021). AI Policy Makers Guidance.
Associated Policies:	<ul style="list-style-type: none">• Acceptable Use• Anti-Bullying• Behaviour, Rewards, and Sanctions• Child Protection and Safeguarding• E-Safety, Digital Communications, and Student Device Policy• Staff Code of Conduct• Use of Generative AI in Academic Work
Agreed by:	 Pete Thomas (Headmaster)
Date of Agreement:	September 2026