AI in Education Policy

This policy was approved by Cox Green School

on

10th November 2026

Cox Green School: A company limited by guarantee; Registered in England, Company Number 07831255, Highfield Lane, Maidenhead, Berkshire, SL6 3AX.

Revision Overview

Version	Area
1.1	2.6, 2.7, 3.1, 6, Appendix 1, Appendix 2

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Introduction

At Cox Green we recognise that Generative AI is an integral part of the modern world and offers numerous opportunities for enhancing the quality of teaching and learning, student outcomes and preparing students for the world beyond school, as well as streamlining administrative processes.

This policy establishes guidelines for the ethical, effective, and safe use of AI within our school.
By embracing AI technology, we aim to:

- Enhance academic outcomes and educational experiences for our students
- Support teachers in managing their workload more efficiently and effectively
- Educate staff and pupils about safe, responsible and ethical AI use
- Incorporate AI as a teaching and learning tool to develop staff and students' AI literacy and skills
- Prepare staff and students for a future in which AI technology will be an integral part of the wider world
- Promote equity in education by using AI to address learning gaps and provide personalised support
- Improve and streamline school operations to minimise cost and maximise efficiency.

1. Using AI Safely

1.1 We recognise the guidance set out in the Department for Education's Statement on Generative Artificial Intelligence in Education. This policy has been informed by that guidance.

1.2 All users of generative AI will comply with relevant laws, regulations, policies and guidelines governing Keeping Children Safe in Education 2025, intellectual property, copyright, data protection and other relevant areas. We will prioritise the safeguarding of our students and their online safety and will not knowingly use any AI technology that puts them at greater risk.

1.3 Staff will not use intellectual property, including students' work, to train generative AI models without appropriate consents or exemptions in place. We will seek permission to use students' intellectual property through our home learning school agreement annually.

1.4 There will be no unauthorised use of copyrighted material or creation of content that infringes on the intellectual property of others and ensure that any use of AI within the school will adhere to guidelines set out in our Data Protection Policy.

1.5 We will be transparent and accountable about the use of AI technology so that stakeholders, including staff, pupils, parents and other partners understand where and how AI is used and who is responsible.

1.6 We will ensure that AI tools adopted in school meet the government Cyber Security standards and that the IT support team regularly review AI platforms using the Generative AI: Product Safety Expectations from the DfE documentation.

1.7 All students and staff are educated in potential AI cybercrimes and the associated risks (as per our Safeguarding (CP) Policy), including using AI critically and developing critical thinking around its outputs, understanding its limitations such as hallucinations, inaccuracies, outdated data and bias.

1.8 To manage the risk that sensitive, personal or proprietary information is shared to third parties without proper permissions, we have blocked use of all AI content with exception of Magic School. Staff need to

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seek permission to use any other AI tools from the IT support team. A list of approved AI tools with hyperlinks, is listed on the staff and student intranets.

1.9 As guidance and technology changes the policy therefore will need to remain under regular review. This policy will therefore be reviewed annually in conjunction with other policies which may be affected.

1.10 This policy should be followed in combination with our Teaching and Learning, Assessment and Reporting, Behaviour and Safeguarding policies.

1.11 By adhering to this policy, we aim to foster a responsible and inclusive environment for the use of AI in education upholding privacy, fairness, and transparency for the benefit of all involved.

2. Using AI in Practice: Staff

2.1 Staff will receive appropriate ongoing training and support to effectively integrate AI into their work, including professional development opportunities focused on AI tools and their effective integration into school administrative and teaching practices.

2.2 Staff will be professionally responsible and accountable for the quality and content of any output generated by AI, however generated or used.

2.3 AI tools will be used responsibly, ensuring they complement staff professional judgment and expertise, without replacing them.

2.4 Staff using AI will always quality assure and examine any AI output to ensure its credibility and integrity and that it is fit for purpose. There will always be a 'human in loop' and nothing produced from AI will be shared with students or utilised to support administrative tasks without being checked by staff.

2.5 Staff will not enter any school data into AI tools unless the IT support team have checked that the necessary guardrails are in place and the tool has been approved in line with our Data Protection Policy.

2.6 Staff will follow JCQ guidance and policy regarding using AI with the marking on Non-Assessment Examinations.

2.7 Staff will use Turnitin to ensure that all Non-Assessment Examination work that is submitted by students is compliant with JCQ use of AI in assessment policy and aligns with Cox Green procedure (see appendix).

2.6 Staff will not use AI tools or share data for personal gain or for any means in contravention of applicable laws and other relevant school policies.

2.7 Where staff use AI as part of their work, they will be transparent where it has been used and what additional professional review or revision has been carried out.

2.8 School approved AI tools can be used to aid with the implementation of the school's teaching and learning policy to provide students with quality first teaching.

2.9 Teaching staff will emphasise that student creativity and originality are important skills, and that AI should not be solely relied upon.

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2.10 Staff must promote equity in education by considering uses of AI to address learning gaps and provide personalised support, preparing all students for a future in which AI technology will be an integral part, and be mindful of disparities in opportunities for different students.

3. Using AI in Practice: Students

3.1 Students who submit Non-Assessment Examinations as part of their curricular are educated so that they understand that academic integrity needs to be adhered to and that AI cannot solely be relied upon to produce any work or Non-Examination Assessments as per JCQ guidance, and Behaviour and Assessment policies. They are informed that any malpractice can result in failing that aspect of the course.

3.2 A culture of responsible AI use will be fostered through engaging pupils in conversations about data privacy, bias, safeguarding, and the social impact of AI applications throughout curriculum areas and the Personal Development programme.

3.3 Students will be trained in digital citizenship and online safety, including understanding the implications of sharing personal data and intellectual property online. They learn to protect their privacy and respect the intellectual property rights of others in digital environments.

3.4 Students will be taught not to enter personal, sensitive or confidential data into Generative AI tools.

3.5 Students will be explicitly taught the importance of critical thinking around AI's use and outputs and that it does not replicate or replace the need for critical thinking and imaginative skills.

3.6 AI education will be incorporated into the curriculum to provide students with an understanding of AI's capabilities and limitations such as ethical implications and possible inaccuracies.

3.7 Guidance will be provided on identifying reliable and trustworthy AI sources and evaluating the credibility and accuracy of AI-generated information.

Legislation of relevance:

- Equality Act 2010 (Discrimination)
- Data Protection Act 2018 (Data protection)
- Children and Families Act 2014 (SEND)

Other references of note:

- Ofsted Framework
- JCQ and Exam Board Rules

Policies in conjunction with this policy:

- Exams Policy
- Behaviour Policy
- Safeguarding Policy
- Teaching & Learning Policy
- Data Protection Policy
- Student ICT and Mobile Device Use
- Staff Information Systems and Social Networking Policy

4. Communication of Policy

The policy will be communicated via the school website and on the staff intranet.

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5. Review of Policy

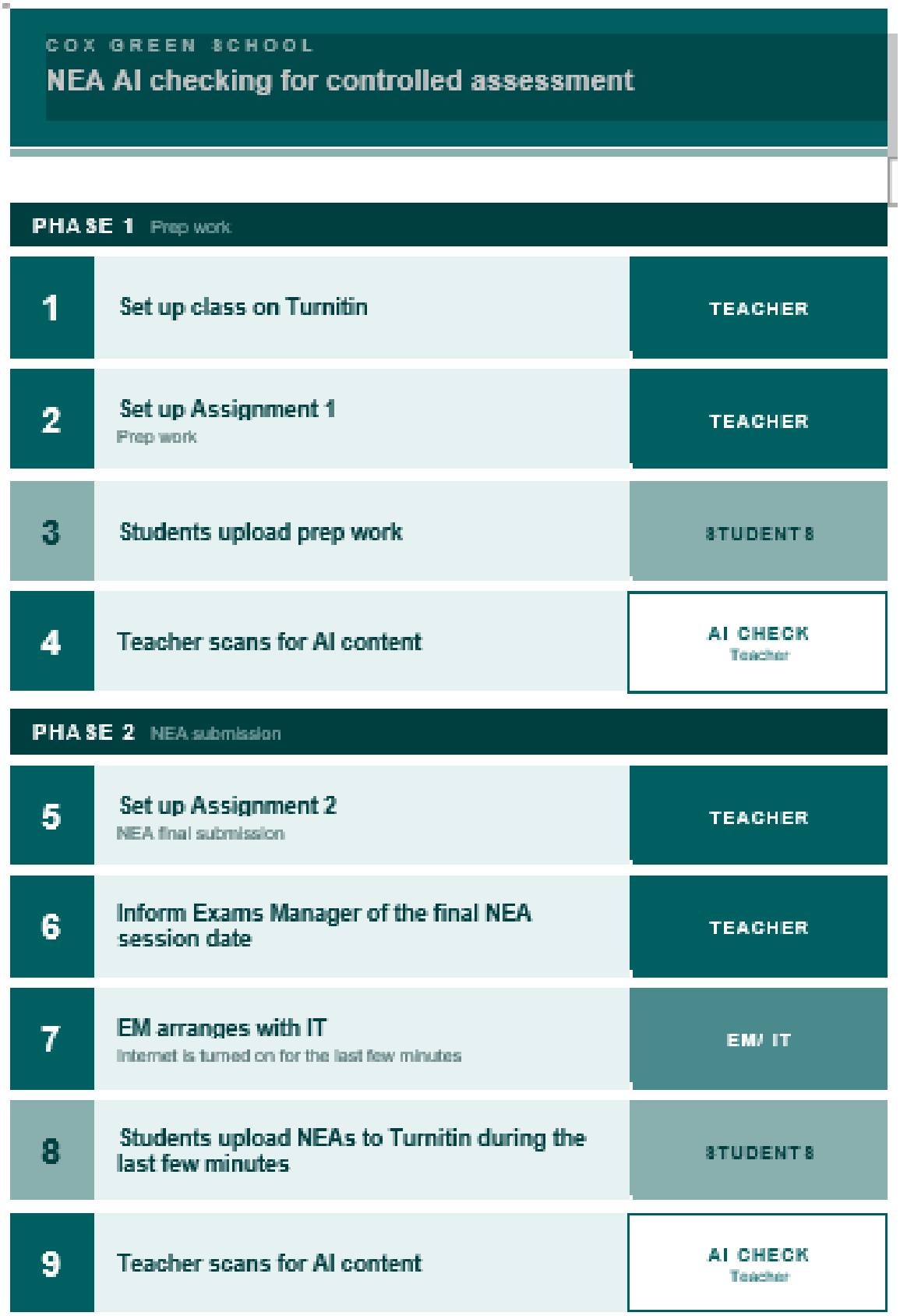
This policy shall be reviewed annually by the School Leadership Team and ratified by FGB every 2 years.

6. Version History

Version	Authorisation	Approval Date	Effective Date	Next Review
1	CGS Leadership Team and ratified at FGB Oct 2025	15/09/2025	15/09/2025	July 2026
1.1	Senior Leadership Team	10/11/2026	10/11/2026	November 2026

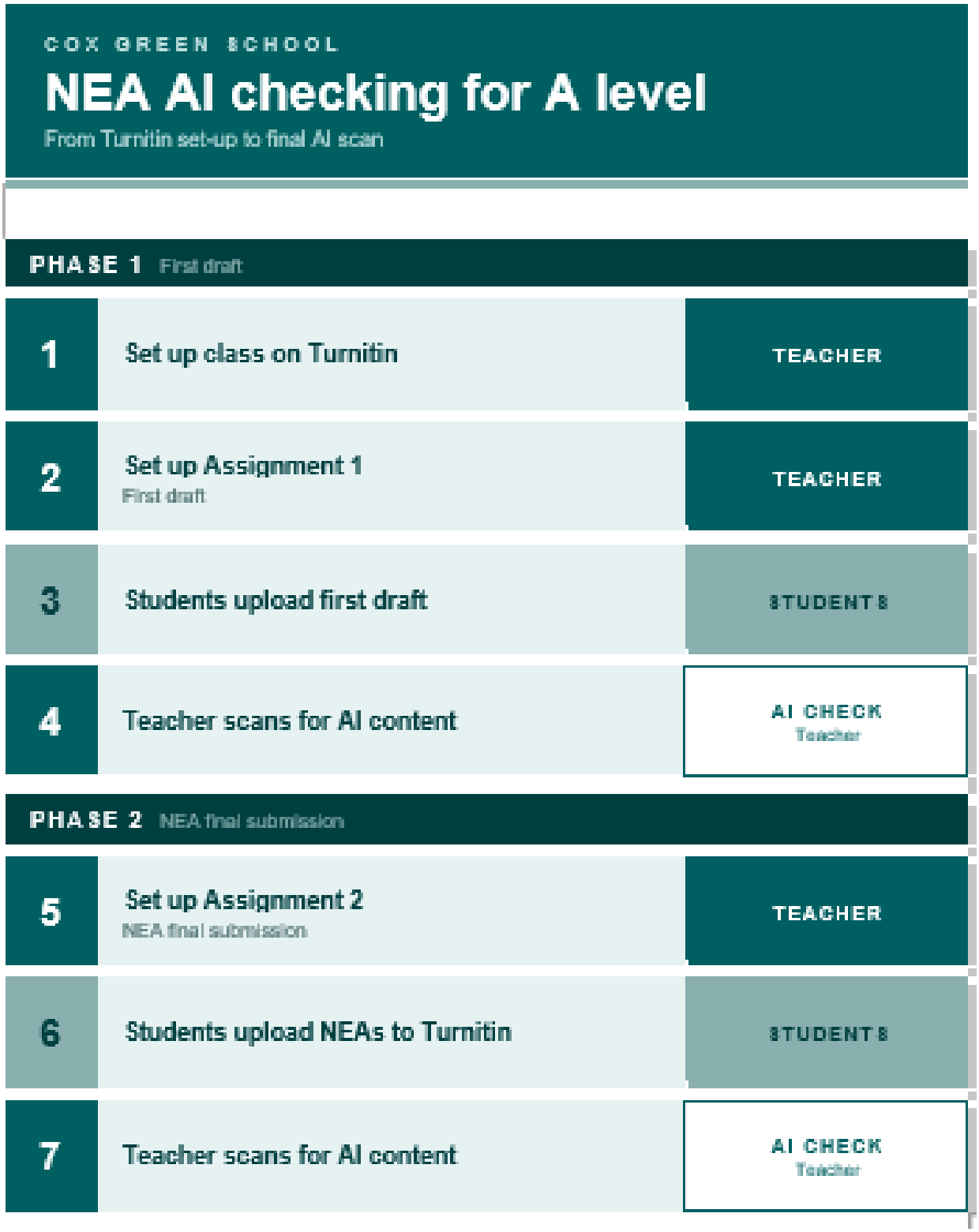
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Appendix 1



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