



Heath Mount School

Pupil Artificial Intelligence (AI) Acceptable Use Policy

Please ask your child to read the following Pupil AI Acceptable Use Policy (AI AUP) and to confirm, by completing the form, that they have read and understood the policy. Please note that only Year 8 pupils will use generative AI within school once they are 13, but it is important that all Prep Pupils are aware of the school's policy. This will be shared in computing lessons with all Prep-age pupils.

1. Foreword

This Policy relates to all pupils at Heath Mount School and is in addition to the school's Code of Conduct and Artificial Intelligence Policy, which can be found on the school's website. Pupils and parents should also refer to the Pupil IT Acceptable Use Policy (Pupil IT AUP) which is located on the HMS Pupil Hub and that all pupils in Years 3-8 sign in their first computing lesson.

IMPORTANT: Any pupil found to have misused AI technology in such a manner, as described below, may face losing their place at Heath Mount School. Sanctions may be applied, and a pupil's parents / guardian may be contacted. This applies whether a pupil is on the school premises, in the care of the school, wearing school uniform, on a school activity, and whether it is during or outside the school day.

2. Introduction

AI technology encompasses various tools, algorithms and systems designed to automate tasks, analyse data and make decisions based on predefined parameters. As a school, we use AI tools to support our students' learning experience, as we are committed to providing the best possible educational experience. In furtherance of that commitment, we use high-quality educational AI tools that we believe will enhance our students' experience at our School.

The use of AI technology in lessons is an exciting opportunity for pupils to harness the latest educational technologies to enhance their learning. This process will supplement, and not replace, traditional teaching methods. Pupils are expected to adhere to the Pupil IT AUP and AI AUP at all times. Pupils begin to learn about AI from Year 3 onwards and may experience a teacher using or demonstrating the use of AI within a lesson. In line with online legal age requirements, only pupils aged 13 are permitted to use generative AI.

3. Definitions

AI tools are software applications or platforms that use artificial intelligence to perform tasks that typically require human intelligence.

These tools can:

- Analyse data (e.g., Excel plugins that use AI to find trends)
- Automate tasks (e.g., chatbots, email sorting)
- Enhance creativity (e.g., AI for writing, music, or design)
- Support decision-making (e.g., recommendation systems, predictive analytics)

Data Processor shall mean an entity that processes personal data on behalf of the School.

Generative AI is a subset of AI that focuses specifically on creating new content. It uses models trained on large datasets to generate:

- **Text** (e.g., essays, poems, code)
- **Images** (e.g., artwork, photos)
- **Audio** (e.g., music, voice)
- **Video** (e.g., animations, deepfakes)

Personal Data shall mean any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name.

Process/Processing Personal Data shall mean any action or operation done to Personal Data, including storing, using or erasing.

Users shall mean any employee, contractor, and student.

4. Appropriate Use

1. Pupils must use AI technology in a manner that upholds the School's integrity and standards and complies with School policies.
2. Only pupils aged 13 and over may use generative AI tools within a controlled classroom environment to support learning and develop digital literacy.

3. Pupils shall only use AI tools which have been approved by the School for pupil use. At Heath Mount School these tools are Microsoft Copilot Chat and Canva Education.
4. Pupils must not sign up to any non-approved AI technology with their school account or with a school-owned device.
5. Pupils are responsible for their behaviour when using the AI technology; this includes accessing resources and the language used. Pupils should not deliberately browse, download or upload material that could be considered offensive or illegal. If Pupils accidentally come across any such material, they should report it to a teacher immediately.
6. Pupils must not use AI technology for any of the following activities:
 - The creation of deepfakes or impersonation or engage in any activity that may be considered deceptive or malicious.
 - Harassment or bullying
 - Criminality, coercion, grooming or exploitation
 - Bypassing learning or critical thinking
 - To plagiarise work or cheat on tests, assessments and exams. Specifically, this means not submitting AI-created content without the necessary references or acknowledgments.
7. Pupils must not input any personally identifiable information, such as name, date of birth, address, school, email address, or any other information protected by data protection law, such as the GDPR, into an AI tool (other than login information for an approved AI tool). This includes uploading images of individuals.
8. The use of AI tools must always support, not replace, a pupil's own learning and original thinking. Submitting work generated entirely or in part by AI without proper acknowledgement is considered academic dishonesty and will be treated as plagiarism. Pupils are expected to produce their own work and may only use AI tools with teacher approval and within the boundaries of specific assignments. If AI assistance is used, for example, to generate ideas or improve grammar, this must be clearly cited or disclosed as instructed by the teacher. Maintaining honesty and integrity in academic work is essential for fair learning and personal growth.
9. Pupils must review and fact-check any AI-generated materials and verify their suitability and accuracy before the materials are used. This includes identifying bias and hallucinations within a response and including source references.
10. Pupils understand that all use of AI Technology and other related technologies is monitored and recorded and can be made available to teachers and/or parents, in line with the School's Pupil IT Acceptable Use policy.
11. Pupils must be aware that teachers may use AI-enabled software to assist with marking. They will be informed in advance of any instances where this will occur. Staff will always review the accuracy and integrity of AI-enabled marking.
12. Pupils understand that the same rules apply when using a School-owned and/or pupil-owned device.

5. Pupil Artificial Intelligence (AI) Acceptance Form

Pupil Name: _____

Preferred Forename: _____

Middle name(s): _____

Legal Surname: _____

Pupil Agreement

I have read and understood the Pupil AI Acceptable Use Policy.

Please select.

☐ I agree to the above

Parent Agreement

I confirm my child has read and understood the Pupil AI Acceptable Use Policy and has completed the sections below confirming agreement.

Please select.

☐ I agree to the above.

Parent/Guardian name: _____