GRANGE SCHOOL ARTIFICIAL INTELLIGENCE (AI) POLICY

This document covers ethical considerations, privacy, equity, and responsible use of AI technologies by students, educators, and administrators.

Compiled by: Mr.Adesakin	Approved by: GC Technology Committee & Head of School (Richard McMahon)
Designation: **Head of IT**	Designation: **Head of School**
Signature:	
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1. PURPOSE AND SCOPE

This policy aims to establish guidelines for the responsible, ethical, and effective use of artificial intelligence (AI) technologies within Grange School. This policy applies to all students, faculty, staff, and administrators and covers using AI systems in classrooms, extracurricular activities, administrative functions, and other school-related contexts.

2. DEFINITIONS

- **Artificial Intelligence (AI)**: Any technology that can simulate human intelligence, including but not limited to machine learning algorithms, natural language processing, and automated decision-making systems.

- **AI Tools**: Software, platforms, or devices that utilize AI to enhance learning, provide feedback, automate administrative tasks, or support decision-making.

- **Personal Data**: Any information that can be used to identify a student, staff member, or other individuals within the school context, including but not limited to name, address, grades, attendance, and behavioural data.

3. ETHICAL GUIDELINES

3.1 Transparency

- All AI tools and systems used in the school must clearly disclose to students and staff when they are interacting with AI. The school will ensure that any AI-related processes, such as automated grading or personalized learning, are communicated to users clearly.

3.2 Bias and Fairness

- AI tools must be regularly reviewed to ensure they do not introduce or perpetuate biases based on race, gender, socioeconomic status, or other protected characteristics. The school will work with vendors to audit AI systems for fairness and inclusivity.

3.3 Human Oversight

- AI systems will be used to assist, not replace, human judgment. All critical decisions, such as student evaluations, disciplinary actions, or administrative decisions, must involve human oversight and final approval.

3.4 Accountability

- The school holds itself accountable for the impact of AI tools on its students and staff. Any AI system that causes harm, introduces unfair treatment, or breaches ethical guidelines will be promptly reviewed and either adjusted or discontinued.

4. PRIVACY AND DATA SECURITY

4.1 Data Collection

- AI systems will only collect data necessary for their intended educational or administrative purpose. All data collected by AI tools will comply with the Family Educational Rights and Privacy Act (FERPA) and other applicable laws.

4.2 Consent

- Parents or guardians will be informed when AI tools are used that collect student data. Parental consent will be required before using AI systems that analyse or store personal data on minors, such as learning behaviours or biometric data.

4.3 Data Storage and Retention

- Data collected by AI tools will be stored securely and in compliance with the school's data protection policies. The school will specify how long data will be retained, and sensitive data will be deleted when no longer necessary for its original purpose.

4.4 Third-Party Vendors

- When using third-party AI tools, the school will ensure vendors comply with the school's privacy policies. Contracts will specify that vendors must protect student and staff data, and data must not be shared or sold to outside entities.

5. USE OF AI IN LEARNING

5.1 AI in the Classroom

- AI will be used as a tool to enhance learning experiences by offering personalized feedback, adaptive learning paths, and supplemental educational resources. Teachers will be trained on how to integrate AI tools into their curriculum to support student learning.

5.2 Limitation on AI Use

- Students may use AI to support their learning, but it must not replace their critical thinking or creativity. Direct use of AI for completing assignments (e.g., generating essays or solving math problems) is prohibited unless explicitly approved by the teacher.

5.3 AI for Special Needs

- AI tools will be used to support students with disabilities by offering assistive technologies, such as speech recognition, text-to-speech software, and personalized learning plans.

6. AI IN ADMINISTRATIVE FUNCTIONS

6.1 Administrative Efficiency

- The school may use AI systems for administrative purposes, such as student enrolment, attendance tracking, or resource management. These systems will be monitored to ensure they do not unfairly disadvantage any group or individual.

6.2 Automated Decision-Making

- Automated systems may assist in routine decisions, such as scheduling or resource allocation, but final approval and review must be done by school staff. AI should not make high-stakes decisions about student performance, discipline, or teacher evaluations without human involvement.

7. EQUITY AND ACCESSIBILITY

7.1 Access to AI Tools

- The school will ensure that all students have equitable access to AI tools, including providing hardware and software necessary for those who do not have access at home. AI resources should be inclusive and tailored to meet the needs of diverse learners.

7.2 Digital Divide

- The school will actively work to close the digital divide by ensuring all students irrespective of their background or race have equal access to AI-powered educational resources and training.

7.3 Accessibility for Disabilities

- AI tools used by the school must comply with accessibility standards and be available to all students, including those with visual, auditory, cognitive, or physical disabilities.

8. GOVERNANCE AND REVIEW

8.1 AI Ethics Committee

- The school will establish an AI Ethics Committee responsible for overseeing the use of AI technologies. This committee will review AI tools, ensure compliance with ethical standards, and address concerns raised by students, parents, and staff.

8.2 Annual AI Audit

- The school will conduct an annual audit of all AI systems to ensure they are compliant with the policy, assess their effectiveness, and identify any risks or areas for improvement.

8.3 Incident Reporting

- The school will provide clear channels for reporting any issues related to AI misuse, including privacy breaches, biased outcomes, or technical malfunctions. Reports will be reviewed by the AI Ethics Committee for appropriate action.

9. TRAINING AND EDUCATION

9.1 AI Literacy for Students

- The school will incorporate AI literacy into its curriculum to ensure students understand the basics of AI, its applications, and its limitations. This will include education on ethical AI use, privacy rights, and the societal impacts of AI.

9.2 Professional Development for Staff

- All staff will receive regular professional development on how to effectively integrate AI into their teaching and administrative responsibilities. Training will also cover data privacy, ethical concerns, and troubleshooting of AI systems.

10. ENFORCEMENT

10.1 Violations and Consequences

- Violations of this policy by students or staff may result in disciplinary action, including but not limited to suspension of AI tool access, academic penalties, or more serious consequences depending on the severity of the violation.

10.2 Appeals Process

- Individuals may appeal any decisions made under this policy. Appeals will be reviewed by the AI Ethics Committee and/or school administration.

- **11. LEGAL COMPLIANCE**

This policy is designed to comply with all applicable federal and state laws, including but not limited to FERPA, COPPA, NDPR, and anti-discrimination laws. The school will continuously monitor changes in the legal landscape and adjust the policy as needed.

Grange School is committed to fostering a learning environment where AI enhances education while maintaining ethical integrity, fairness, and respect for privacy. By following this policy, we aim to create a responsible and inclusive AI ecosystem that benefits all members of the school community.