



Headteacher: Mrs Lindsay Robertson BA (Hons) NPQH

## Willow Wood Community Primary School Staff (and Volunteer) Use of Generative AI (Gen AI) Acceptable Use Agreement

### School Policy

Emerging technologies, including gen AI, are increasingly integrated into educational settings and the lives of staff and learners. These technologies have potential to enhance creativity, promote personalised learning, and improve operational efficiency. However, their use also presents risks that require clear policies and practices to ensure safety, security, ethical application and legal compliance.

This acceptable use policy aims to ensure:

- Staff and volunteers are responsible users of gen AI and emerging technologies, prioritising safety and ethical considerations.
- School systems and users are protected from misuse or harm resulting from the use of gen AI.
- Staff have a clear understanding of their responsibilities when engaging with gen AI and emerging technologies in professional and personal contexts.

### Acceptable Use Policy Agreement

I understand that I must use gen AI and emerging technologies responsibly to minimise the risk to the safety, privacy, or security of the school community and its systems. I acknowledge the potential of these technologies for enhancing learning and will endeavour to integrate them in a way that aligns with the school's policy, ethos and values.

### For my professional and personal safety:

- I understand that the school will monitor my use of gen AI tools and technologies.
- I will only use gen AI tools and technologies for purposes authorised by the school and will ensure compliance with data protection laws (e.g. UK GDPR) when handling personal data.
- I will ensure that any sensitive or personally identifiable information about staff, learners, or parents/carers is only entered into gen AI systems that have been through a DPIA process.
- I will report any gen AI-related incidents or anomalies that could indicate misuse, bias, or harm to the appropriate person immediately.

### In my communications and actions:

- I will respect copyright, intellectual property, and ethical standards when uploading content to prompt gen AI outputs.
- I will critically evaluate the outputs of gen AI systems to avoid spreading misinformation or biased content and will ensure that all AI-assisted decisions are made with appropriate human oversight and in compliance with the UK GDPR.
- I will communicate professionally and responsibly when using gen AI systems.

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- I will ensure transparency by ensuring attribution where gen AI has been used and providing a privacy notice if personal data has been used.

**When engaging with learners:**

- I will support learners on the safe, ethical, appropriate and effective use of gen AI.
- I will use gen AI tools to engage with learners in ways that uphold and enhance their privacy, wellbeing, and trust.

**When using the school's systems and resources:**

- I will use gen AI systems in compliance with established security measures and access protocols.
- I will ensure that any gen AI applications used in teaching or administration comply with the school's policies.
- I will ensure gen AI tools are not used to impersonate others or create deceptive or harmful content.

**When handling data:**

- I will ensure compliance with the school's data protection policies when using gen AI for any purpose.
- I will ensure there is lawful basis for uploading sensitive school-related information into gen AI systems, established as part of the DPIA process.

**Responsibility and Accountability:**

- I will use gen AI tools responsibly to create authentic and beneficial content, ensuring respect for individuals' identities and well-being.
- I understand that misuse of gen AI or emerging technologies could lead to disciplinary actions, including warnings, suspension, or referral to the appropriate authorities.
- I acknowledge that this agreement applies to all gen AI-related activities within and outside of school premises that are connected to my professional responsibilities.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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