Rotherham Aspire:
Safe use of 'Artificial Intelligence or AI' tools by staff and students.

Many teachers and other school staff are already experimenting with the latest generation of AI tools which are now widely available. Large Language Models or LLMs such as **ChatGPT**, **Google Gemini** and **Microsoft Co-pilot** are easily available and most have free to use versions. Education specific tools are also becoming increasingly available. They undoubtedly have a lot of potential for use within schools for lesson resource creation, lesson support, help with administrative tasks amongst a range of other purposes.

Like any new technology it is important that schools are cautious with its adoption and they should evaluate and address any potential risks before rolling it out widely. It is important that staff are trained on the appropriate use of the tools and pass this onto students as well.

At Rotherham Aspire we are aware and monitor one of the main risks is around the sharing of personal information with these tools. It is unclear with many of them what happens to the data inputted, so to be safe the key message to Aspire staff is to **never share any personal data with these tools, this has been covered by the Aspire DPO at the Data Protection Training update**. There are already specific report writing tools available, if these are used, personal data inputted should be limited to student first name only which is normally not identifiable.

There are also concerns about the sharing of original work that contains intellectual property (IP) such as pupil essays, case studies, observations, Voc Ed assessments, with tools that may keep and use any data shared with them. With the available tools developing very rapidly it is important your school or trust sets some clear guidelines for staff to follow.

If Rotherham Aspire staff wish to encourage the use of AI tools by their students they should be aware some tools have minimum age restrictions.

Examples of acceptable uses
- Generation of whole class lesson resources or ideas
- Generation of bespoke resources to encourage engagement of individual pupils
- Generic letter generation such as for class trips
- Using LLMs to quickly generate different resources for a range of abilities.
- Analysing anonymous attainment data to identify trends
- Summarising publicly available long documents or published articles (The IP is already in the public domain)
- Using LLMs or other tools to mark work factual work such as maths or science questions that are anonymised or codified (e.g. student 1, student 2 etc., UPNs, student initials etc.)
- Image creation from text prompts for illustration of coursework

Examples of unacceptable uses
- Using AI to compare and score job applications (this could count as '*automated decision making*' under GDPR)
- Sharing student full names and other personal data with LLMs to generate individual named reports
- Uploading student work with their full names and asking an AI tool to evaluate or score it.
- Students using LLMs to rewrite the work of others or to draft new essays based on prompts, then submitting AI generated content as their own original work

Key points considered by Rotherham Aspire senior leaders

All staff have received a briefing on acceptable use and unacceptable use of AI tools, particularly around the sharing of personal data. Staff have been made aware of any age restrictions on tools and staff must check before using specific tools.

Aspire Staff have received information regarding the following aspects and the relevant policies have been updated:

- Incorporate the safe and acceptable use of AI tools in lessons for students
- The **data protection policy** includes reference to use of AI
- The relevant **privacy notice** has been updated to include the sharing of personal data via AI tools
- The **Child Protection and Safeguarding Policy** and/or **Online Safety policy** now reference the use of AI tools.
- The use of AI tools is referenced in the **staff code of conduct and acceptable use policy.**
- Currently Rotherham Aspire does not expect the wide use of AI tools in the school and therefore does not require a standalone **AI policy**.
- Ensure staff don't step into the territory of '*automated decision making and profiling',* an example would be using AI to compare and shortlist job applications. This would breach UK GDPR. _ The HR team have been formally informed of this.
- If in the future Aspire may decide they do wish to share staff or pupil personal data for specific purposes. If this development occurs, it will be essential to complete **'data protection impact assessments'** or DPIAs before any proposed personal data sharing to evaluate any potential risk.