Strabane Academy

AI Policy

Date Ratified by Board of Govenors	**24/03/26**

Strabane Academy – Artificial Intelligence (AI) Policy
AI Policy 2026

1. Introducing our Artificial Intelligence Policy

1.1. Artificial Intelligence (AI) technology is increasingly used in daily life, business, and education. Generative AI refers to technology capable of creating content based on the vast data it has been trained on, including text, audio, code, images and video. While AI offers significant opportunities for schools and pupils, it also presents risks that must be managed responsibly. This policy will run in conjunction with the schools' other policies including the E Safety Policy and the Positive Behaviour Policy.

1.2. AI is now an integral part of modern society. Its responsible use has the potential to:

- Enhance learning experiences and academic outcomes
- Support teachers and staff in reducing workload
- Build AI literacy among staff and pupils
- Prepare pupils for future careers in an AI-driven world
- Promote equity by supporting personalised learning
- Improve and streamline school operations

1.3. All users must comply with laws and regulations relating to safeguarding, copyright, intellectual property, and data protection. Strabane Academy will not knowingly use AI tools that compromise pupil safety or privacy. No staff member will allow pupils' work or personal data to be used to train generative AI models without appropriate permissions.

1.4. As AI develops rapidly, this policy will be kept under continual review and updated as needed. Strabane Academy will follow guidance from the Department of Education Northern Ireland and the Education Authority.

1.5. The school commits to transparent and accountable use of AI. Stakeholder feedback from staff, pupils, parents and governors will be welcomed and addressed appropriately.

1.6. By adhering to this policy, Strabane Academy aims to ensure responsible, fair and ethical use of AI to benefit all members of the school community.

2. Scope and Responsibilities

2.1. This policy applies to all staff, including temporary staff, governors, volunteers, contractors, and anyone working on behalf of Strabane Academy. It also applies to pupils, who will require guidance from staff.

2.2. All staff must read and understand this policy before using any AI technology.

2.3. School leaders must ensure that their teams understand and follow this policy, including reporting any suspected misuse.

2.4. Key responsibilities within Strabane Academy include:

- **ICT Coordinator** (R Breen) - Leads on AI use within the school, monitors compliance, promotes responsible AI practices, and coordinates training.
- **IT Technician (Technical Support Lead)** - Provides technical guidance, evaluates AI tools, and ensures safe implementation.
- **The Education Authority** - Advises on data protection and ensures compliance with data protection laws.
- **Safeguarding and Child Protection Governor** (C McConnell) - Provides oversight on safeguarding.

2.5. Training will focus on how AI can support staff roles, enabling more time for personalised instruction, pupil engagement and professional tasks. Pupils will receive information on the effective use of AI during form time at certain periods during the academic year.

2.6. AI will be used to extend not replace, professional judgment. Staff will combine their expertise with AI capabilities to create a balanced, effective educational environment.

2.7. This policy links with other Strabane Academy policies including Safeguarding, Data Protection, Online Safety and Acceptable Use Policy.

3. Use of AI by Staff

3.1. Staff may use AI tools to support marking, feedback, report writing, lesson planning, professional development, and administrative tasks.

3.2. AI must complement — not replace — professional judgment.

3.3. Staff remain fully responsible for the accuracy, suitability, and quality of any AI-generated content.

3.4. Staff will receive training as required to integrate AI safely into their work. Training needs should be communicated to line managers.

3.5. AI may be used to generate or support lesson planning, resource creation, scaffolded work, and personalised learning tasks. Staff must adapt AI-suggested content to meet learning objectives.

3.6. AI may assist with marking objective questions (e.g., multiple choice), allowing teachers more time for personalised pupil support.

3.7. AI may support the identification of misconceptions or gaps in pupil work, but teachers must always review feedback for accuracy and fairness.

3.8. Pupils may use AI to receive feedback on their work, like peer-assessment, under staff supervision.

3.9. AI may support report writing, but all reports must be checked and personalised by the teacher.

3.10. AI tools may help analyse pupil attainment patterns, but final judgments remain with staff.

3.11. School AI tools must not be used for personal gain or in breach of any laws.

4. Use of AI by Pupils

4.1. Strabane Academy through Edis will ensure pupils are protected from harmful content, including AI-generated harmful material. AI tools will be checked for age-appropriateness.

4.2. Pupils may explore age-appropriate AI projects for learning, problem-solving, creativity, and analysis.

4.3. Pupils will be taught responsible AI use including bias, privacy, safeguarding, and ethical considerations.

4.4. Pupils must never enter personal, sensitive, or identifying information into AI tools.

4.5. AI literacy will be integrated into the curriculum, so pupils understand capabilities, limitations, and ethical concerns.

4.6. AI may be used across subject areas to support hands-on learning.

5. Potential Misuse of AI

5.1. Pupils will be taught about responsible and ethical use, including risks of over-reliance on AI for assignments.

5.2. Staff will emphasise the expectation of pupils' own work, discouraging plagiarism or dishonesty.

5.3. These messages will be reinforced across subjects and in Computing.

5.4. The school will follow JCQ and individual exam board rules regarding AI in assessments.

5.5. Staff will use a range of assessment methods (e.g., discussions, presentations, practical's) to ensure genuine understanding.

5.6. Pupils will be educated about risks of AI misuse by others including impersonation, deepfakes, and deceptive interactions.

6. Ethical Use of AI

6.1. Staff must remain aware of AI limits when using AI for teaching, learning or administration. This includes:

- **Bias**- AI may reflect discriminatory patterns in its training data.
- **Accuracy**- AI-generated content can be incorrect and must be verified.
- **Currency**- Some models may not reflect the most up-to-date information.

7. Data Protection and AI

7.1. Anything entered onto a generative AI model is no longer private. Staff and pupils must not input personal data, sensitive information, commercially sensitive data, or pupil work without appropriate assessment and permissions.

7.2. Staff must consider whether a Data Protection Impact Assessment (DPIA) is required when using AI tools.

7.3. Some AI tools require names or email addresses for accounts — this may also require a DPIA.

7.4. Any DPIA must assess:

- What data is processed and whether it is expected
- Alternatives to the AI tool
- Potential bias
- Impact on individuals
- Human oversight
- Security threats
- Stakeholder consultation
- Compliance with equality legislation

8. Cyber Security

8.1. Strabane Academy alongside Edis will ensure AI tools are safe and technically robust by:

- Implementing strong cybersecurity controls (encryption, access control, updates)
- Ensuring oversight of data practices and system changes
- Requiring incidents to be reported to the IT Coordinator
- Reviewing security features of AI tools before use
- Remaining vigilant about deepfakes and impersonation risks
- Training staff and pupils about cyber risks involving AI.