

## Artificial Intelligence (AI) Policy

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### Introduction:

At STAR Exeter, we recognize the importance and potential of Artificial Intelligence (AI) in enhancing the educational experience for both our students and staff. AI technologies offer opportunities to streamline processes, personalize learning, and provide valuable insights into student performance. However, with these opportunities come responsibilities. This policy outlines the appropriate use of AI within our institution to ensure ethical, equitable, and effective integration.

### Purpose:

The purpose of this policy is to:

1. Establish guidelines for the ethical and responsible use of AI technologies within STAR Exeter.
2. Ensure transparency and accountability in the implementation of AI systems.
3. Safeguard the privacy and security of student and staff data.
4. Provide guidance to teachers and staff on how to effectively utilize AI to enhance teaching and learning experiences.

### Guidelines for AI Usage:

1. **Ethical Considerations:** All AI technologies used within STAR Exeter must align with our institution's values of integrity, respect, and inclusivity. Any AI applications must not perpetuate biases or discriminate against any individual or group based on factors such as race, gender, or socioeconomic status.
2. **Transparency:** Teachers and staff must ensure transparency when integrating AI into their practices. This includes clearly communicating to students when AI technologies are being utilised, explaining their purpose, and how they contribute to the learning experience.
3. **Informed Consent:** When AI technologies involve the collection or processing of personal data, explicit consent must be obtained from the individuals involved, in accordance with applicable data protection regulations.
4. **Data Privacy and Security:** Teachers and staff are responsible for safeguarding the privacy and security of student and staff data when utilizing AI technologies. This includes ensuring that data is stored securely, accessed only by authorized personnel, and used solely for its intended purpose.

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5. **Equitable Access:** AI technologies should be implemented in a manner that ensures equitable access for all students, regardless of their background or abilities. Efforts should be made to minimise barriers to access and provide necessary support to students who may require assistance in using AI tools.
6. **Continuous Evaluation:** Teachers and staff should regularly evaluate the effectiveness of AI technologies in achieving their intended objectives. Feedback from students and colleagues should be sought to identify areas for improvement and make necessary adjustments.

### Responsibilities of Teachers and Staff:

1. **Training and Professional Development:** Teachers and staff should undergo training on the ethical use of AI technologies and receive guidance on how to effectively integrate them into their teaching practices.
2. **Monitoring and Oversight:** Teachers and staff are responsible for monitoring the use of AI technologies within their classrooms and ensuring that they are being used in accordance with this policy.
3. **Support and Assistance:** Teachers and staff should provide support and assistance to students in using AI technologies, addressing any questions or concerns they may have and offering guidance on how to maximize their benefits.
4. **Reporting:** Any concerns or incidents related to the use of AI technologies should be reported to the appropriate authorities within STAR Exeter for investigation and resolution.

### Conclusion:

By adhering to the guidelines outlined in this policy, STAR Exeter aims to harness the potential of AI technologies to enhance the teaching and learning experiences while upholding principles of ethics, transparency, and equity. Through responsible use and continuous evaluation, we can ensure that AI contributes positively to our educational mission.