

Artificial Intelligence (AI) Use Policy

Publication Date	August 2025
Version Number	1.2
Policy Owner	Group Director Digital Transformation & Data Strategy
Approval Level (committee)	PPD
Applies To (job roles relevant to)	All staff, learners, governors, and volunteers
Next Review Due	August 2026
Equality Impact Assessment	TBC

Policy Purpose:

The purpose of this policy is to set out how Artificial Intelligence (AI) technologies will be used responsibly, ethically, and securely across Lighthouse Learning Trust and its academies.

It ensures that AI use supports teaching, learning, and operational efficiency while safeguarding personal data, promoting academic integrity, and protecting the wellbeing of staff and learners.

The policy aligns with the Department for Education's Generative Artificial Intelligence in Education guidance (2024) and complies with relevant legislation, including:

- UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018 – to protect personal and sensitive data.
- Equality Act 2010 – to ensure fairness, prevent discrimination, and avoid bias in AI use and outcomes.
- Computer Misuse Act 1990 – to prevent misuse of technology.
- Human Rights Act 1998 – to uphold the rights to privacy, freedom of expression, and protection from discrimination.

1. Introduction

1.1 Lighthouse Learning Trust (LLT) is committed to ensuring that the use of Artificial Intelligence (AI) technologies supports high-quality education, ethical practice, and the safeguarding of all members of our community.

1.2 This policy applies to all staff, learners, governors, and volunteers at the Lighthouse Learning Trust. It aligns with the [Department for Education's \(DfE\) guidance on AI in education](#), including the principles of responsible, transparent, and safe use.

1.3 As a Microsoft organisation, our primary AI platform is Microsoft Copilot. This is because Copilot operates within our secure Microsoft 365 tenancy, significantly reducing the risks associated with processing personal information. The Trust does not currently prohibit the use of other AI platforms when not processing personal information.

1.4 AI technologies, including generative AI tools (e.g., Microsoft Copilot, ChatGPT, Google Gemini), adaptive learning platforms, and AI-powered analytics, present opportunities to enhance teaching, learning, and operational efficiency. However, they must be used in a way that is ethical, lawful, and consistent with Trust values and statutory duties.

2. Scope and Application

2.1 Staff may use AI tools to enhance lesson planning, resource creation, assessment marking & feedback, data analysis, and administrative efficiency, provided outputs are reviewed for accuracy and appropriateness. Where possible, Microsoft Copilot should be the preferred AI tool for these purposes due to its secure environment within our tenancy.

2.2 Learners may use AI for research, idea generation, and skill development, but not as a substitute for original work unless explicitly authorised by a teacher.

2.3 AI must not be used in any way that:

- Generates discriminatory, harmful, or unsafe content.
- Processes personal or sensitive data in a way that is not compliant with our GDPR policy
- Circumvents assessment requirements or undermines academic integrity.
- Creates misleading or false information presented as fact.

3. Commitments

3.1 The Trust makes the following commitments:

- The Trust will provide training and guidance for staff and learners on safe and ethical AI use.
- The Trust and its staff will promote the use of Microsoft Copilot for AI activities, particularly where personal or sensitive data is involved, to minimise security risks.
- The Trust and its staff will regularly review AI tools for compliance with data protection and safeguarding standards.
- The Trust will encourage innovation while mitigating risks related to bias, misinformation, and misuse.
- The Trust will establish clear channels for reporting concerns about AI use.
- The Trust will ensure that learners and parents/carers are informed about the rules governing AI use in assessments, including the requirement to reference AI use and the consequences of misuse.

4. Academic Integrity and AI Disclosure

4.1 All AI-assisted work created by learners must be acknowledged in line with the Trust's assessment policies. This includes:

- Naming the AI tool used (e.g., Microsoft Copilot, ChatGPT, Google Gemini)
- Stating the date the content was generated
- Describing how the AI tool was used
- Including screenshots of prompts and responses where appropriate

Failure to reference AI use accurately may be considered academic misconduct.

4.2 AI must not be used to generate complete assignments or exam responses unless this is an approved reasonable adjustment.

4.3 AI misuse is defined as the submission of work generated wholly or substantially by artificial intelligence tools without appropriate acknowledgement, or in breach of qualification rules. This includes presenting AI-generated content as original work, failing to reference AI use, or using AI tools where prohibited.

4.4 AI misuse will be treated as academic malpractice and may result in disciplinary action, loss of marks, or disqualification from the qualification, in line with JCQ and awarding body regulations and in accordance with our Assessment Marking Feedback & Progress Monitoring policy.

4.5 Detection tools may be used where academic misconduct is suspected. Staff should compare learner work with previous submissions and assess for indicators of

AI use, such as inconsistent tone, formatting, or confidently incorrect statements. Where AI misuse is confirmed and the candidate declaration has been signed, the incident must be reported to the relevant awarding body in accordance with JCQ regulations.

4.6 All learners must sign a declaration confirming that submitted work is their own and that any use of AI tools has been appropriately referenced. Work submitted without a signed declaration may not be accepted for assessment. Learners must not sign the declaration until they are confident that all AI use has been fully disclosed.

5. Safeguarding, Data Protection, and Security

5.1 AI use involving personal data must comply with GDPR and Trust data protection policies.

5.2 Where you are processing personal data, you must use only Microsoft Copilot . This is because it operates within our secure Microsoft tenancy and is therefore compliant with GDPR regulations.

5.3 Staff and learners **must** use Microsoft Copilot for AI-related tasks where personal or sensitive information may be involved.

5.4 Learner AI-generated materials may be screened for appropriateness and safeguarding compliance.

Links to other policies:

- [LLT Data Protection Policy](#)
- [LLT E-Safety Policy](#)
- [LLT Acceptable use of IT Policy for Staff](#)
- [LLT Safeguarding and Child Protection Policy](#)
- [LLT Learner Behaviour Policy](#)
- [LLT Assessment Marking Feedback & Progress Monitoring](#)

Document History

Version	Purpose / Change	Author	Date
1.1	New Policy	Steve McDermott	12th Aug 2025
1.2	Updated to reflect feedback from PPD group	Steve McDermott	7th Oct 2025

Annex 1: Learner-Friendly AI Use Policy Summary

Why we have this policy: We want everyone to use Artificial Intelligence (AI) safely, fairly, and responsibly. AI can help with learning, creativity, and organisation, but it's not a replacement for your own work or judgement.

Key points for learners:

DO!

- ✓ Use AI for ideas, research help, and practising skills.
- ✓ Always check AI answers, it can get things wrong.
- ✓ If AI helped you with your work, say so in your submission.
- ✓ Where possible, use Microsoft Copilot as it is the most secure AI tool within our tenancy.

DON'T!

- ✗ Hand in AI work as your own unless your teacher says it's OK.
- ✗ Use AI to make harmful, offensive, or false content.
- ✗ Share personal or sensitive information with AI tools outside the secure Microsoft environment.

If something goes wrong: Talk to your Tutor. Using AI in the wrong way may lead to disciplinary action, loss of marks or disqualification. **DON'T RISK IT!**

Annex 2: Staff AI Classroom Guidance Checklist

Before using AI in lessons:

- Check the AI tool is approved by the Trust and meets safeguarding and GDPR standards.
- For any work involving personal or sensitive data, ensure that the mandatory use of Microsoft Copilot is made clear.
- Plan how AI will support learning outcomes without replacing critical thinking.
- Prepare guidance for learners on how to acknowledge AI use in their work.

During lessons:

- Remind learners of the acceptable use rules.
- Supervise AI use to spot and address unsafe or off-task behaviour.
- Encourage verification and ask learners to fact-check AI outputs.

After lessons:

- Review AI-assisted work for originality and quality.
- Provide feedback that highlights both strengths and risks of AI use.
- AI misuse to be reported to relevant deputy principal
- Report any safeguarding concerns to a designated safeguarding lead and record on MyConcern.

Ongoing practice:

- Keep up to date with DfE AI guidance and Trust training sessions.
- Share good practice and challenges with colleagues and senior leadership.