Diocese of Salisbury
Academy Trust
*'Beyond expectations for all of God's children'*

# Artificial Intelligence Use Policy

Policy Date: April 2025

Review Date: April 2026

*This policy applies to all staff*

## 1 Purpose and Scope

1.1 This policy sets out guidelines for the appropriate use of Artificial Intelligence (AI) tools by staff of the Diocese of Salisbury Academy Trust (DSAT) in the course of their work duties.

1.2 It applies to all DSAT employees, contractors, volunteers and other workers (collectively referred to as "staff" in this document).

1.3 For the purposes of this policy, "AI tools" refers to any software, application or system that uses artificial intelligence or machine learning capabilities. This includes, but is not limited to AI powered:

- Large language models and chatbots (e.g. Microsoft Copilot)
- Text generation tools
- Image generators
- Video/audio generators/editors
- Data analysis tools
- Agents for enhance workflow or information retrieval

and, any other AI-powered software.

## 2 General Principles

2.1 DSAT recognises that AI tools, when used appropriately, can enhance productivity and creativity and support wellbeing. However, their use also presents potential risks around data security, intellectual property, accuracy and bias.

2.2 Staff may use approved AI tools to assist with work tasks where appropriate, but must do so in accordance with this policy and other relevant DSAT policies.

2.3 AI tools should be seen as assistive technologies to augment human work, not to replace human judgment, oversight and accountability.

2.4 Staff retain full responsibility for any work outputs created with the assistance of AI tools. AI-generated content should always be reviewed and edited by the staff member before use.

2.5 Pupils are not permitted to use AI tools for learning although this will be kept under review as technologies develop.

## 3 Glossary of AI Terms

**Algorithm:** A set of rules or instructions given to an AI, Machine Learning (ML) system, or computer to help it learn on its own.
**Artificial Intelligence (AI):** The simulation of human intelligence processes by machines, especially computer systems. These processes include learning, reasoning, and self-correction.
**Bias**: Systematic errors in AI systems that can result in unfair outcomes, often reflecting societal biases present in training data.
**Chatbot**: An AI program designed to simulate human-like conversation through text or voice interactions.
**Computer Vision**: A field of AI that trains computers to interpret and understand the visual world.
**Deep Learning**: A subset of machine learning based on artificial neural networks with representation learning. It can be supervised, semi-supervised or unsupervised.
**Ethical AI**: The practice of developing and using AI in ways that are socially beneficial and respect human rights.
**Explainable AI (XAI)**: AI systems that make their decision-making process understandable to humans.
**Generative AI:** AI systems that can create new content, including text, images, audio, and video.

**Large Language Model (LLM):** An AI model trained on vast amounts of text data, capable of generating human-like text and performing various language tasks.
**Machine Learning (ML)**: A subset of AI that focuses on the development of computer programs that can access data and use it to learn for themselves.
**Natural Language Processing (NLP)**: The branch of AI concerned with giving computers the ability to understand text and spoken words in much the same way human beings can.
**Neural Network**: A computer system modeled on the human brain and nervous system.
**Overfitting**: When an AI model learns the training data too well, including its noise and fluctuations, leading to poor performance on new, unseen data.
**Predictive Analytics**: The use of data, statistical algorithms, and machine learning techniques to identify the likelihood of future outcomes based on historical data.
**Reinforcement Learning**: An ML approach where an agent learns to make decisions by taking actions in an environment to maximize a reward.
**Sentiment Analysis**: The use of NLP to systematically identify, extract, quantify, and study affective states and subjective information.
**Supervised Learning:** An ML approach where the algorithm is trained on a labeled dataset.
**Training Data**: The initial dataset used to teach an AI system.
**Unsupervised Learning**: An ML approach where the algorithm is trained on an unlabeled dataset and must find patterns on its own.

## 4 Approval Process

4.1 Only AI tools that have been formally approved and risk assessed by the Trust Data Protection Officer (DPO) may be used for work purposes (see Appendix A).

4.2 Staff wishing to use a new AI tool must submit a request to the DPO detailing:

- The specific tool and its capabilities
- The intended use-case
- Any personal data that may be input into the tool
- Potential benefits and risks including data protection considerations

4.3 TheDPO will assess requests based on security, data protection, cost and other relevant factors.

4.4 A list of approved AI tools will be maintained on the DSAT Data Protection Handbook SharePoint site.

## 5 Data Protection and Security

5.1 Staff must not input any personal data, sensitive information or confidential DSAT data into AI tools unless explicitly approved.

5.2 Be aware that information entered into AI tools may be retained by the provider and used to train their models. Only enter information you are comfortable being potentially made public.

5.3 Do not use AI tools to process any data covered by UK GDPR without prior approval from the Data Protection Officer (DPO).

5.4 When using approved AI tools, select the most privacy-preserving settings available.

5.5 AI tools must not be used on devices or networks that have not been approved and secured by DSAT IT except for private use.

## 6 Intellectual Property

6.1 Be aware of the intellectual property implications of using AI-generated content. Many AI tools' terms of service claim some rights over outputs.

6.2 Do not input any copyrighted material into AI tools without permission.

6.3 AI-generated content used in DSAT work should be clearly labeled as such.
6.4 Staff should not claim individual copyright over AI-generated materials created as part of their DSAT duties.

## 7 Appropriate Use Cases

7.1 Acceptable uses of approved AI tools may include:

- Brainstorming and ideation
- Drafting routine communications
- Summarising information
- Basic research and fact-finding
- Proofreading and editing assistance
- Data analysis and visualisation

7.2 AI tools should not be used for:

- Making decisions about individuals
- Drafting documents which are distributed without human editing
- Any tasks requiring highly sensitive human judgment

## 8 Quality Control

8.1 Staff must thoroughly review and fact-check any AI-generated content before use. AI tools can produce plausible-sounding but incorrect information.
8.2 Be aware of potential biases in AI systems and critically evaluate outputs.
8.3 AI should not be used as a sole source for factual information. Cross-reference with authoritative sources.
8.4 Staff must maintain transparency by disclosing AI assistance on work outputs where appropriate.

## 9 Ethical Considerations

9.1 Consider the ethical implications of using AI tools, including impacts on privacy, fairness, transparency and human agency.
9.2 Do not use AI in ways that could undermine human relationships or trust with students, parents or colleagues.
9.3 Be mindful of potential job displacement concerns. Focus on using AI to enhance rather than replace human work.

## 10 Training and Support

10.1 DSAT will provide training to staff on the appropriate use of approved AI tools.
10.2 Staff should seek support from IT or their line manager if unsure about any aspects of using AI tools.

## 11 Compliance and Consequences

11.1 Use of AI tools must comply with all relevant DSAT policies, including but not limited to:

- IT Acceptable Use Policy
- Data Protection Policy
- Code of Conduct
- Safeguarding Policy

11.2 Breaches of this policy may result in disciplinary action in accordance with DSAT's Disciplinary Procedure.

## 12 Review

12.1 This policy will be reviewed annually or updated as needed to reflect developments in AI technology and regulation.

## 13 References to relevant legislation:

This policy aims to ensure compliance with:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Copyright, Designs and Patents Act 1988
- Equality Act 2010

Staff should be aware that use of AI tools in the workplace may engage various legal obligations, particularly around data protection, intellectual property, and employment law. Always seek guidance if unsure.

Queries can be directed to the Trust Data Protection Officer via governance@dsat.org.uk.

## APPENDIX A

Approved AI Tools (to be used subject to UK data protection law and Trust policies):

| System | Approved Use |
|---|---|
| Microsoft Copilot Web Chat and Copilot 365 | Personal data can be processed where necessary according to the Trust Data Privacy Notices. Sensitive or Special Category personal data cannot be processed unless you have explicit consent from data subjects. |
| Arbor AI | As above. |
| SLT AI | Only non-personal, anonymised or pseudonymised data can be processed. |
| Anthropic Claude Pro | As above. |
| OpenAI ChatGPT (and variations) | As above. |
| Google Gemini | As above. |
| Apple Intelligence | As above. |

Note, if a system is in use but not listed above it is not authorised for use by DSAT Staff and staff may be subject to disciplinary procedure measures if they are found to be in breach of this AI-Use Policy.