



Newton International Academy, Barwa

Acceptable Use of Technology, Including Emerging Technologies and AI Policy

*An International Community of
Learners, Striving for Excellence and
Celebrating Success*



NEWTON
INTERNATIONAL
ACADEMY | **BARWA**

Vision

An international community of learners striving for excellence and celebrating success.

Mission

We aim to provide the highest quality of education possible for our students of all abilities. In doing so, we aim to positively encourage each student to achieve academic excellence, enjoy creative diversity, develop critical thinking skills, and become lifelong learners and responsible citizens. To achieve this, we will provide a diverse education in a safe, supportive environment that promotes self-discipline and motivation. We will provide and maintain a calm, trusting, and caring atmosphere where teaching and learning are meaningful and developed. We will work in partnership with our staff, students, parents, and the wider community to achieve our vision.

Aim

The aim of this policy is to ensure the safe, ethical, and effective use of technology, including emerging technologies and AI, across all educational settings at Newton International Academy Barwa. This policy seeks to enhance student learning, support teachers, and improve administrative efficiency while ensuring compliance with educational standards and data privacy regulations.

Rationale

As technology and AI continue to evolve, it is essential to establish guidelines that promote their responsible use in educational contexts. This policy aims to protect the rights and wellbeing of students and staff while harnessing the benefits of technology to enhance teaching and learning. By adhering to this policy, we aim to create a safe and effective digital environment that fosters creativity, collaboration, and critical thinking.

Newton Group Values:



Scope

This policy applies to all AI technologies used within NIA Barwa, including but not limited to:

- Generative AI tools (e.g., ChatGPT, Magic School, SLT AI)
- Administrative tools
- Learning management systems
- Assessment and feedback tools
- Personalised learning platforms
- Data analysis and decision-support systems

It covers use by all staff, pupils, and any third parties acting on behalf of the school.

Generative AI refers to technology that can create new content based on large volumes of data. This includes tools that can:

- Answer questions and complete written tasks
- Respond to prompts in a human-like way
- Produce audio, code, images, text, simulations, and videos

While these tools offer significant opportunities, it's crucial to understand their limitations and potential risks.

1. Introduction

At Newton International Academy Barwa, we recognise the growing impact of Artificial Intelligence (AI) in education. This policy provides clear guidelines for the safe, ethical, and effective use of AI across our EYFS, Primary, and Secondary schools to enhance student learning, teacher support, and administrative efficiency while ensuring compliance with educational standards and data privacy regulations in alignment with Department for Education (DfE) guidance, OFSTED expectations, and our school's values.

Guiding Principles

Our use of AI technologies is guided by the following principles:
Safety, Security, and Robustness

We are committed to prioritising the safety and security of all users when implementing AI systems. This commitment manifests through:



- Regular assessments of AI tools and their applications
- Continuous monitoring and updating of AI systems to ensure they remain secure and fit for purpose
- Strict adherence to data protection regulations and best practices

Human Oversight and Accountability

We maintain human oversight of all AI systems and their outputs. This principle is upheld through:

- Clear lines of responsibility and accountability for AI implementation and use
- Regular review of AI-generated suggestions by qualified staff before implementation
- Empowering staff to override AI suggestions when professional judgement deems it necessary

Data Protection and Privacy

We adhere to all relevant data protection regulations when using AI technologies. Ensuring that personal and special category data is protected in accordance with data protection legislation

Roles and Responsibilities

- School Leadership
- Overall responsibility for AI strategy and alignment with school goals
- Ensuring adequate resources and training for AI implementation
- Regular review and update of this policy

IT Department

- Technical implementation and maintenance of AI systems
- Ensuring security and robustness of AI tools
- Providing technical support and training to staff

Teachers and Staff

- Responsible use of AI tools in teaching and administrative tasks
- Reporting any concerns or issues with AI systems
- Participating in relevant training and development

Pupils

- Ethical use of AI tools in their learning
- Reporting any concerns or issues to teachers or staff

2. AI Integration Objectives

The goals of AI integration at our school are to:

- Enhance Learning Experiences: Personalising student learning through AI-powered tools.
- Support Teachers & Staff: Automating tasks, generating lesson resources, and improving classroom engagement.
- Improve Administrative Efficiency: Streamlining school operations, attendance tracking, and communication.
- Ensure Safe and Ethical AI Use: Promoting responsible AI usage among students, teachers, and administrators.



3. AI Use for Students

- **AI-Powered Learning Tools:** Platforms such as Century Tech, Magic school, SENECA Learning, and ChatGPT may be used for homework, research, and personalised learning.
- **Creative AI Applications:** AI-driven apps like Canva AI, Adobe Firefly, and other tools can assist in design, media, and innovation projects.
- **Language & Accessibility Support:** AI-powered speech-to-text, translation, and assistive technologies can help EAL students and those with special educational needs.
- **Coding & Computational Thinking:** AI-based coding platforms like Scratch AI and Python AI tools can support computer science and STEM education.
- **Guidelines:** AI should support learning, not replace student effort or critical thinking. Students must not use AI to generate full assignments, essays, or exam answers without teacher approval.

Permitted AI Use for Students:

- AI can be used for research, brainstorming, and structuring assignments (e.g., organizing essay outlines).
- AI can be used for learning support (e.g., Magic School, ChatGPT etc. for explanations and for writing feedback).
- AI can be used for STEM subjects (e.g., math problem-solving tools, coding AI assistants).

Prohibited AI Use for Students:

- AI must not be used to write full assignments, essays, or coursework.
- AI must not be used in exams or assessments unless specifically allowed by the teacher.
- AI must not be used to generate false, misleading, or plagiarized content.

Teachers will use plagiarism detection tools to ensure AI is used responsibly in student work.

4. AI Use for Teachers & Staff

- **Lesson Planning & Resource Development:** AI tools such as Eduaide.AI, Magic school, ChatGPT, and Quizlet AI can help teachers generate lesson plans, quizzes, and customised learning materials efficiently.



- **Automated Grading & Feedback:** AI-powered tools may be used for assessing multiple-choice tests, providing instant feedback, and identifying student learning gaps.
- **Classroom Engagement Analytics:** AI-based platforms such as Magic school can monitor student participation, engagement levels, and performance trends to inform teaching strategies.
- **Professional Development & CPD:** AI will be used to suggest relevant teacher training programmes based on individual needs and subject areas.
- **Guidelines:** Teachers will have the final authority over AI-generated content before using it in lessons. AI should not be relied upon for subjective grading (e.g., essays, creative projects) without human oversight.

5. AI Use for Administrators

- **Attendance & Behaviour Tracking:** AI-driven biometric attendance systems and student behaviour analytics may be used to enhance school operations.
- **Data-Driven Decision Making:** AI can assist in analysing student performance trends, predicting academic risks, and recommending interventions.
- **Efficient Communication & Parent Interaction:** AI-powered chatbots may be used to handle routine inquiries from parents and staff, reducing administrative workload.
- **School Security & Monitoring:** AI-enhanced CCTV monitoring and predictive security alerts may be used to improve safety protocols.
- **Policy development** – SLT AI will be used to align school policies with UK and CIS guidelines.
- **Guidelines:** AI will support but not replace human decision-making in critical school matters.

6. Using AI Safely and Confidently

To ensure responsible AI usage, the following safety and ethical principles must be followed:

- **Ethical AI Use:** AI should align with academic integrity, ethical research practises, and school guidelines.
- **Data Privacy Compliance:** AI tools must adhere to GDPR, school data protection policies, and ensure the confidentiality of personal data.
- **Training and Awareness:** Regular training sessions will be conducted to ensure all staff and students understand the ethical implications and safe use of AI technologies.



- **Fact-Checking & Verification:** All AI-generated content must be **cross-checked for accuracy** before use in teaching or research.
- **AI & Digital Literacy:** Students and teachers will receive training on **how AI works, its limitations, and how to critically evaluate AI-generated content.**
- **Human Oversight in Decision-Making:** AI will serve as a **support tool**, but final decisions regarding **student assessment, curriculum, and school management will always be made by teachers and administrators.**
- **AI must not be used to generate misleading, harmful, or inappropriate content**

7. Supporting Staff and Monitoring Progress

- **Flexible Leadership Approach:** During the initial implementation of this policy, a flexible and motivating leadership approach will be adopted to support staff.
- **Expert Follow-On Support:** Initial training will be reinforced with expert follow-on support within the school, ensuring that staff feel confident in using technology effectively.
- **Coaching and Collaboration:** Highly skilled coaches will be available to assist teachers, complemented by structured peer-to-peer collaboration to share best practises and experiences.
- **Use of Implementation Data:** Data on the implementation of technology will be actively used to tailor and improve approaches, ensuring that adaptations are made thoughtfully and based on a solid understanding of effective practises.

8. Defining Problems and Feedback

- **Identify Areas for Improvement:** A robust diagnostic process will be used to identify specific areas for improvement regarding technology use in the school.
- **Evidence-Informed Decisions:** Decisions on what technologies to implement will be made based on evidence and their fit within the school context.
- **Ongoing Professional Development:** The implementation of feedback policies will be a staged process, supported by ongoing effective professional development for staff.

9. Roles and Responsibilities

- **School Leadership:** Overall responsibility for AI strategy and alignment with school goals, ensuring adequate resources and training for AI implementation.



- **IT Department:** Technical implementation and maintenance of AI systems, ensuring security and robustness of AI tools, and providing technical support and training to staff.
- **Teachers and Staff:** Responsible use of AI tools in teaching and administrative tasks, reporting any concerns or issues with AI systems, and participating in relevant training and development.
- **Pupils:** Ethical use of AI tools in their learning and reporting any concerns or issues to teachers or staff.

10. Implementation Guidelines

- **Selection and Procurement:** AI tools will be assessed for alignment with educational objectives and ethical standards before procurement.
- **Data Management:** All data used in AI systems will be accurate, up-to-date, and relevant, with strict protocols for data storage, access, and deletion.
- **Training and Support:** Comprehensive training will be provided for all staff on the use of AI tools and this policy, with ongoing support to ensure effective and responsible use.
- **Monitoring and Evaluation:** The impact and effectiveness of AI use will be regularly assessed, with feedback gathered from staff, pupils, and parents.

11. Ethical Considerations

We prioritise ethical considerations in all our AI implementations, including regular assessments of the ethical implications of our AI use and engaging with pupils, parents, and the wider community on AI-related ethical issues.

12. AI in Teaching and Learning

- **Opportunities:** AI has the potential to reduce workload, enhance personalised learning experiences, and improve teaching effectiveness.
- **Limitations:** AI tools may produce inaccurate or biased information and cannot replace the judgement and deep subject knowledge of a human expert.
- **Use in Assessments:** Reasonable steps will be taken to prevent malpractice involving the use of generative AI in formal assessments utilising tools such as TURNITIN.
- **AI will be incorporated into the curriculum** including ethics and general information in ICT lessons, and information about subject specific tools in all subject plans.

13. Intellectual Property

Pupils own the intellectual property rights to original content they create, and we will not use or cause pupils' original work to be used to train generative AI models without appropriate consent.

14. Preparing Pupils for the Future

We are committed to preparing our pupils for a future where AI is increasingly prevalent by teaching them how to use emerging technologies safely and appropriately and developing their understanding of online safety and digital content creation.

15. Complaint and Redress Procedures

Any concerns about AI use can be raised through our standard complaints procedure, with a dedicated process for addressing AI-related issues and errors.

16. Monitoring and Review

This policy will be reviewed and updated at least annually by the designated AI committee including teachers from all sections, administrators and IT staff, or sooner if necessary due to changes in legislation, technology, or best practises. This policy will be reviewed yearly to adapt to new AI advancements, regulations, and educational needs.

AI Ethics & Compliance Committee: A school-based AI oversight committee (including teachers, IT staff, and school leaders) will monitor AI implementation and safety compliance.

Reporting AI Misuse: Any misuse of AI in assignments, assessments, or administrative tasks should be reported to school leadership for review

Takeaways:

- ✓ AI is a tool for learning, not a replacement for effort or critical thinking.
- ✓ Responsible AI use enhances education but requires proper oversight.
- ✓ Newton International Academy Barwa will continuously adapt AI policies to ensure ethical and effective integration.

17. Related Policies and Documents

This policy should be read in conjunction with the following:



- Data Protection Policy
- Safeguarding Policy
- Teaching and Learning Policy
- Staff Code of Conduct
- Homework Policy
- Assessment Policy
- Online Safety Policy

Appendix A: AI Tool Evaluation Checklist for School Leaders

Use this checklist when considering the adoption of a new AI tool or evaluating existing ones.

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1. Safety and Security

- The tool has robust data protection measures in place.
- It complies with GDPR and other relevant data protection regulations.
- There are clear terms of service regarding data usage and storage.

2. Educational Value

- **The tool aligns with our curriculum and educational goals.**
- **It has demonstrable benefits for teaching and/or learning.**
- **There is evidence of its effectiveness in educational settings.**

3. Transparency and Explainability

- The AI's decision-making process can be explained to stakeholders.
- The tool provides clear information about its capabilities and limitations.

4. Personalisation Capabilities

- The tool can incorporate school-specific information.
- There are features for personalising outputs based on individual school contexts.

5. Creator's Background and Educational Expertise

- The creator(s) have significant experience in education (e.g., former teachers, headteachers).

6. Understanding of Educational Context

- The creators demonstrate knowledge of current educational policies and practises.

7. Human Oversight

- The tool allows for human intervention and override of AI decisions.

8. Workload Impact

- The tool has the potential to reduce staff workload.



1. Intellectual Property Considerations

- The tool's use of data for training purposes is clearly stated.

2. Support and Training

- Adequate training resources are available for staff.

3. Cost-Effectiveness

- The cost of the tool is justifiable given its benefits.

