AI at [School name]

The four rules

1. Nothing that identifies anyone goes into a tool that isn't approved. No names, photos, safeguarding, SEND, medical, attendance or assessment information. Not a pupil, not a parent, not a colleague.
2. Check everything AI produces before anyone else sees it. You are the author, and you are accountable for it.
3. School accounts on approved tools. Personal accounts are not for school work.
4. Say when AI helped. Wherever a reader would expect to know.

The approved list lives at [register location].

Want a new tool? Propose it to the [policy owner role]. An unasked question is always a no, so ask.

Something gone wrong? Tell the [role] today. Saying so early is always the right call.