The Bishop Konstant Catholic Academy Trust

Learning Communities, Inspired by Faith

Trust Generative Artificial Intelligence (AI) Policy – 2025/26

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POLICY DOCUMENT	Trust Generative Artificial Intelligence Policy
Legislation/Category: Academy Schools	**Highly Recommended**
Lead Member of Staff:	Trust IT Manager / Head of Estates & Operations
Approved by:	Trust Board – Policy Committee
Date Approved:	July 2025
Revision Date:	July 2026
Review Frequency:	Annually

Mission Statement

All policies are written in line with our Trust Mission statement:

"Inspired by faith through love, friendship and joy."

We embrace the teachings of Jesus Christ, infusing every aspect of our trust with **love**. Our pupils, families, and staff are encouraged to show compassion, kindness, and respect to one another, creating nurturing environments where everyone feels valued and loved. We foster a deep sense of love for God, self, and others, empowering our pupils to make positive contributions to society.

We recognise the importance of relationships and the power of **friendship** in shaping lives. Our schools foster an atmosphere of genuine fellowship, where pupils form deep connections with their peers, teachers, and the wider community. We promote inclusivity, understanding, and empathy, cultivating an environment where diversity is embraced and friendships are built on mutual respect. Our pupils learn the value of teamwork, cooperation, and service, as they become compassionate leaders who forge lasting friendships rooted in faith.

We believe that **joy** is a reflection of God's presence in our lives. Our schools are places where joy abounds, where pupils are encouraged to find joy in learning, discovering their talents, and building meaningful relationships. Through engaging and innovative teaching, we inspire a lifelong love of learning, instilling in our students a sense of wonder and curiosity about the world around them. We celebrate achievements, milestones, and special moments, ensuring that joy permeates our school communities.

Change Control

Version	***Date***	***Author***	***Changes***
1.0	*Spring 2025*	Veritau (DPO)	New Published Copy

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Introduction and Scope

This policy provides a framework regarding our use of generative artificial intelligence (AI). Generative AI describes any type of artificial intelligence (AI) that can be used to create new text, images, video, audio, or code. Large Language Models (LLMs) are part of this category of AI and produce text outputs.

Generative AI is fast becoming an integral part of the workplace, offering powerful tools for various tasks such as content creation, data analysis, and problem-solving. To ensure its responsible and ethical use, employees must adhere to guidelines that promote accuracy, respect privacy, and minimise potential risks.

The Bishop Konstant Catholic Academy Trust will harness the potential of generative AI to enhance education in a manner that upholds our commitment to ethical conduct, legal compliance, and the protection of sensitive information.

This policy, applies to the workforce. This includes employees, governors or trustees, contractors, agents and representatives, volunteers and temporary staff working for, or on our behalf. Individuals found to knowingly or recklessly infringe this policy may face disciplinary action.

Periodic assessments of AI systems' impact on education and ethics will be conducted, and adjustments to the policy will be made accordingly. This policy should be read alongside other Trust policies

Roles and Responsibilities

Overall responsibility for this policy lies with the Senior Information Risk Owner (SIRO), who will designate responsible individuals to oversee AI-related decisions and ensure compliance with this policy. They will ensure the use of generative AI aligns with our educational objectives, legal obligations, and ethical principles. Within the Bishop Konstant Catholic Academy Trust this responsibility is delegated to the Designated Point of Contact (DPC)

AI technologies may be integrated into the curriculum to enhance learning experiences, provided that such use aligns with our educational objectives and goals. Appropriate guidance and training will be given to staff about the use of AI systems to ensure that AI tools are applied effectively, including the appropriate integration of these technologies into student education.

All staff are responsible for adhering to this policy when using AI technology. They should familiarise themselves with the JCQ AI Use in Assessments Guidance and ensure they follow any recommendations. The Trust IT department will support any technical aspects of using AI.

We will always seek advice and guidance from our Data Protection Officer (DPO) regarding our data protection obligations concerning AI use.

Transparency

Information about using AI will be openly communicated to staff, students, and parents or guardians. Please see the Trust Information Security Policy for acceptable use agreements that include AI for both staff and students.

We will ensure procedures are in place for reporting and addressing concerns related to AI usage. Teachers, students, and parents will be encouraged to provide feedback on their experiences, possible areas of improvement, and any issues with the generative AI tools used.

Data Privacy and Security

We will comply with all relevant data protection laws, including the UK GDPR and the Data Protection Act 2018, to safeguard the privacy of students and staff.

Staff should be aware that any information entered into web-based generative AI tools may be stored and used to train future versions, thereby incurring a risk that the data will be incorporated into later outputs. Staff should ensure any data input into free generative AI applications is fully anonymised and does not refer to named individuals, groups, or organisations. Data will also not include information that could be reasonably used to identify such individuals.

Staff wishing to use any applications or tools incorporating AI with personal data must first complete a Data Protection Impact Assessment (DPIA).

Data Accuracy and Bias Mitigation

Generative AI tools choose words from a series of options and classify them as plausible based on probabilities. Although the outputs can appear credible and convincing, they may derive their answers from sources staff would not normally trust during their work.

Staff will review AI-generated content to ensure its accuracy if it is intended for further education or employment purposes. Staff will always treat the outputs with caution and apply their own judgment and knowledge. All facts and assertions should be cross-checked, no matter how authoritatively they appear to be presented. In cases where the information lacks verification from a trusted and reliable source, the information should not be included.

AI systems can also perpetuate biases present in their training data. We will actively work to identify and mitigate biases in any AI systems used.

Copyright

Outputs from AI chatbots could potentially include text that would constitute plagiarism. This is because some outputs may replicate, mimic, or closely resemble existing copyrighted material.

To mitigate any legal risks, staff should always review AI-generated material for potential copyright infringement. AI-generated material should also be customised and modified to guarantee it is sufficiently distinct from any existing copyrighted works it draws upon.

Student Use of AI

Students will learn to use AI tools responsibly and think critically about them. They will be taught to respect intellectual property, avoid plagiarism, spot bias in AI outputs, and check the accuracy of AI-generated information. This will be part of their digital literacy education, helping prepare them for future careers where AI is widely used.

AI tools should be age-appropriate and align with our safeguarding policies.

Inappropriate Use of AI

Inappropriate use of AI refers to actions that violate this policy, ethical standards, or legal regulations governing the responsible use of AI tools. Examples include breaches of copyright or data protection laws, or the circulation of inaccurate information that could lead to reputational damage.

Other inappropriate uses involve deploying generative AI tools for unethical, illegal, or malicious activities. This includes using AI to create content which would harm or embarrass another individual. We will ensure that staff can provide feedback and report any concerns with AI usage to the Designated Point of Contact (DPC)

AI must not be used to decide student behaviour, grading, or disciplinary actions without staff member intervention.

Associated Policies and Mandatory Agreements

We will ensure that staff and students understand that when using generative AI, they must comply with the Trust Data Protection Policy, Trust Information Security Policy, Codes of Conduct, and relevant standards and ethics.

Acceptable usage agreements must be issued by schools to staff, students and parents to read and sign in accordance with the Trust Information Security Policy where you will find samples of the agreements in Appendices 2,3 and 4

We will ensure we comply with DfE and ICO guidance on using AI, regularly review legislation and best practices, and update this policy as necessary.

The Bishop Konstant Catholic Academy Trust is an exempt charity regulated by the Secretary of State for Education. It is a company limited by guarantee in England & Wales, company number 08253770 whose registered office is at St Wilfrid's Catholic High School & Sixth Form College, Cutsyke Road, Featherstone, West Yorkshire, WF7 6BD.