



LIGHTHOUSE

SCHOOLS PARTNERSHIP

Guidance on the use of Artificial Intelligence (AI)

This guidance applies to all schools within the Lighthouse Schools Partnership.

Introduction

Artificial Intelligence (AI) has significant potential for use in education. It could innovate teaching and learning practices and help prepare our young people for the modern workplace. However, rapid technological developments in this area inevitably bring multiple risks and challenges, which have so far outpaced policy debates and regulatory frameworks.

The Lighthouse Schools Partnership wants to allow time to develop the potential use of AI and to adapt our policies and procedures as necessary. In the short term, we want to ensure a framework exists to mitigate against the risks and challenges it poses. We want to ensure that it is used in a manner that promotes fairness and avoids bias to prevent discrimination, promotes equal treatment, and in such a way as to contribute positively to our vision, values and priorities. It must not compromise the Trust or its reputation.

This guidance sets out a framework for the use of AI-powered ahead of the wider consideration of its potential.

Scope

This guidance applies to anyone working for us. This includes employees, workers, contractors, volunteers, interns and apprentices.

What is an AI-powered tool?

An AI-powered tool (such as ChatGPT and Google Gemini) uses artificial intelligence (AI) and natural language processing (NLP) to interrogate extensive data from the internet to engage in conversations with users.

The purpose of these tools is to provide users with responses to questions across a wide range of subjects.

Use of AI-powered tools for work-related activities

It is not our intention to impose a ban on using AI-powered tools to assist with work-related activities. In fact, it has significant potential for improvement.

However, there are risks and limitations associated with using these tools. Some of the risks that we have identified in this guidance are real and others are speculative. Either way, it is imperative that you comply with this guidance.

Acceptable use of AI-powered tools

As a general principle, the types of tasks that AI-powered tools may be used for at work include:

- brainstorming ideas;
- basic research;
- assisting with planning
- drafting text
- language translation; and/or
- proofreading.

If you use output from an AI-powered tool in any work-related activity, you must do so with the permission of your line manager and in line with these guidelines.

Prohibited use of AI-powered tools

You must not use AI-powered tools to:

- carry out any task that has legal and/or financial consequences (for example to draft terms and conditions or other legal documents);
- carry out any part of a grievance and/or disciplinary procedure (for example to decide a grievance outcome or appropriate disciplinary penalty);
- carry out any task that requires you to input the organisation's confidential information and/or personal data relating to an individual, whether that be a member of staff, a pupil or any other individual (for example address information).

What is acceptable and what is not will depend on the nature of the task that you are engaged in. If you are unsure about using an AI-powered tool for a task that you are undertaking, you should speak to your line manager for further advice.

Schools, or individual members of staff, should not enter into service contracts for the provision of AI tools, whether free or at a cost, without the express permission of the Headteacher. Any Headteacher considering entering into such a contract must only do so with the agreement of the Central Trust Services Team.

Your obligations when using AI-powered tools at work

Inaccurate and unreliable information

Although AI-powered tools have come a long way, it is important that you are aware that their responses may not always be accurate or reliable. All AI generated content must be checked and verified prior to relying on it, using more credible sources.

Bias

AI-powered tools are prone to bias due to the data that they are trained on and output from these tools may be unfair to certain groups of people.

We are committed to promoting a working environment based on dignity, trust and respect, and one that is free from discrimination, harassment, bullying or victimisation.

If you are using output from any of these tools in your work, you must ensure that you address and correct any bias and comply with all LSP policies including the IT Acceptable Use Policy, Equality and Diversity Policy, Data Protection Policy and the Staff Anti-Bullying Policy at all times.

Copyright infringement

When you receive a response from an AI-powered tool, you are not provided with any information about where that data has come from. For this reason, it may inadvertently include copyrighted works. There can be significant legal consequences for copyright infringement.

To minimise the risk of copyright infringement, you must not copy, reproduce and/or distribute entire or substantial parts of output from AI-powered tools.

You are also required to declare to recipients (for example via footnotes), when you have used an AI-powered tool for a work-related activity.

Check with your line manager if you are unsure about the appropriateness of using an AI tool in a work-related activity.

Confidential information

You should be aware that the content that you input into an AI-powered tool may be used to train its model and could form part of the responses to questions posed by other users.

It is imperative that, when you are using an AI-powered tool, you do not share any confidential information that belongs, or relates, to the organisation. This includes, but is not limited to:

- pupil personal data such as addresses, family members, educational outcomes, attendance and behaviour;
- staff personal data such as addresses, pay, employment history
- personal data for volunteers such as Governors and Trustees
- details of suppliers, business partners such as contractual information or spend history;
- information relating to the security of the Trust's premises or its computer, telephone and communications systems;

- commercial, financial, marketing, business development or business planning information;
- technical information and knowledge comprising intellectual property and information that you are told is confidential or can be reasonably be expected to be confidential; and
- any other information that is provided to you, by the organisation in confidence.

Data protection

You are strictly prohibited from sharing personal data and special categories of personal data with any AI-powered tool.

Personal data is any information that relates to a living individual who can be identified from that information.

Special categories of personal data means information about an individual's racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health, sex life or sexual orientation and genetic and biometric data.

Any personal data and special categories of personal data, must be handled in accordance with our Data Protection Policy.

Breach of Policy

Any breach of this guidance, including any inadvertent disclosure of confidential information or personal data, must be raised with your line manager within 24 hours. Deliberate or wilful breaches of this guidance will be treated as a disciplinary offence.

Changes to this Guidance

As the Trust develops its strategy for the use of these tools, and as they continue to advance and develop, we will carry on assessing and navigating the risks associated with using them to ensure that our guidance remains current and effective. If there are any changes to this guidance, we will notify you accordingly.

Further Guidance

If you need further guidance or support on this policy, you can contact the [LSP Central Team](#).

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