



BERLESDUNA
ACADEMY TRUST

Berlesduna Academy Trust

Staff Code of Conduct for AI Use

1. Purpose

This Code of Conduct sets out expectations for staff when using Artificial Intelligence (AI) tools and systems in their professional roles. It ensures AI is used safely, ethically, and in line with safeguarding and data protection standards.

2. General Responsibilities

- Use AI tools only for professional, educational, or administrative purposes.
- Ensure AI use aligns with the Trust's AI Policy and safeguarding procedures.
- Maintain professional judgment and never rely solely on AI for decision-making.
- Report any concerns or misuse of AI immediately to the Designated Safeguarding Lead (DSL) or Data Protection Officer (DPO).

3. Safe and Ethical Use

- Vet AI tools before use, ensuring they are age-appropriate and secure.
- Avoid using AI to generate content that could be misleading, biased, or inappropriate.
- Never input personal, sensitive, or identifiable data into AI systems unless approved and compliant with UK GDPR.
- Respect copyright and intellectual property when using or creating AI-generated content.

4. Teaching and Learning

- Use AI to enhance—not replace—teaching and learning.
- Ensure pupils understand the limitations and ethical considerations of AI.
- Supervise pupil use of AI tools and ensure appropriate filtering and monitoring is in place.
- Avoid using AI to assess pupil work without human oversight.

5. Communication and Transparency

- Be transparent with pupils, parents, and colleagues about the use of AI in the classroom or administration.

- Clearly label AI-generated content when shared or published.
- Seek consent where required for AI-related activities involving pupil data or work.

6. Training and Development

- Engage in ongoing professional development on AI safety, ethics, and pedagogy.
- Stay informed about updates from DfE, UKSIC, and LGfL regarding AI in education.
- Share best practices and concerns with colleagues to foster a responsible AI culture.

7. Breaches and Consequences

Failure to comply with this Code of Conduct may result in:

- Investigation under the Trust's disciplinary procedures.
- Restriction or removal of access to AI tools.
- Reporting to external authorities if safeguarding or data protection is compromised.

8. Acknowledgement

All staff must read, understand, and sign this Code of Conduct annually. By doing so, they agree to uphold the principles and responsibilities outlined herein.