

Artificial Intelligence (AI) Acceptable Use Guidance

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Introduction

In today's rapidly evolving technological landscape, the integration of Artificial Intelligence (AI) into educational environments presents both opportunities and challenges. Recognising the transformative potential of AI, Exceed Academies Trust has developed a policy and this guidance to ensure its ethical and effective use within our schools. This document serves as a foundational resource for school and Trust leaders, teachers, support staff, and students, aiming to promote a balanced and informed approach to AI utilisation.

It is imperative to acknowledge the safeguarding risks associated with AI usage and to implement measures to protect both students and staff. Furthermore, AI has the potential to significantly reduce workload by automating administrative tasks and enhancing teaching methodologies, thereby allowing educators to focus more on student engagement and learning.

Users are strongly advised to read the Artificial Intelligence (AI) Policy and consider other local and national policy and guidance when incorporating AI into their practices. This includes, but is not limited to, Data Protection Policies, the Department for Education (DfE) Generative Artificial Intelligence Guidance, and the Joint Council for Qualification (JCQ) AI Use in Assessments: Protecting the Integrity of Assessments.

Exceed Academies Trust is committed to the ethical use of AI to enhance learning and administrative processes. The Trust and schools must prioritise transparency, fairness, and accountability in all AI applications. AI tools will be used to support educational goals while respecting the privacy and rights of all students and staff. We must ensure that AI systems are designed and implemented to avoid bias, promote inclusivity, and uphold the highest standards of integrity and responsibility.

Exceed Academies Trust staff can access AI-specific guidance and resources via the Trust website: www.exceedacademiestrust.co.uk/ai.

Acceptable Use Guidance

Before incorporating Artificial Intelligence (AI) into the workplace or educational setting, it is crucial for school and trust leaders, teachers, support staff, and students to have an awareness and understanding of the following key points.

Using AI

- This guidance should be read alongside the Trust's Artificial Intelligence (AI) Acceptable Use Policy. This guidance is intended to provide some additional detail that sits behind the Policy. The Policy is the primary reference point and staff should seek guidance from the Trust if there is anything they do not fully understand.
- Exceed Academies Trust encourages the careful and considerate use Artificial Intelligence (AI) but advises using Generative AI cautiously. Primarily, Generative AI is a tool for staff, not students.

- AI presents significant opportunities for educational institutions, in terms of teaching, learning and administration, but it also carries inherent risks that require awareness of and mitigation.
- The Trust is committed to the ethical use of Artificial Intelligence (AI) to enhance learning and administrative processes. The Trust and schools must prioritise transparency, fairness, and accountability in all AI applications. AI tools will be used to support educational goals while respecting the privacy and rights of all students and staff. We must ensure that AI systems are designed and implemented to avoid bias, promote inclusivity, and uphold the highest standards of integrity and responsibility.

Staff training

- As well as data protection and online safety related professional development, staff should access AI-related training provided by the trust, school, and/or other relevant providers based on the need of their school or organisation. A whole-school or group training session is available to schools from the Trust upon their request to the Director of School Improvement. In addition, Exceed Academies Trust staff can access AI-specific guidance and resources via the Trust website:
www.exceedacademiestrust.co.uk/ai
- The field of AI evolves rapidly. Users should seek to stay current with developments that impact AI usage in education and apply a critical eye to developments.

Microsoft 365 Copilot Chat and Microsoft 365 Copilot

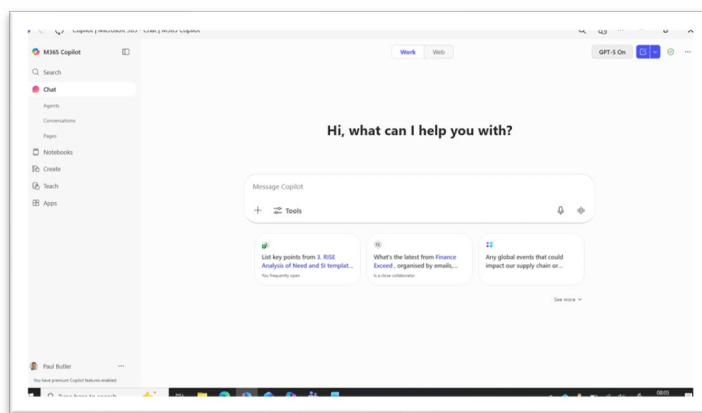
Personal or identifying information must never be entered into any AI system without prior approval from the Data Protection Officer (DPO) and completion of a Data Protection Impact Assessment (DPIA). The DPIA ensures robust data and cyber security and involves checks on providers, sign-in processes, infrastructure, and trial arrangements. Following a DPIA, Microsoft 365 Copilot Chat and Microsoft 365 Copilot Premium are the only approved general use Large Language Model (LLM) for Exceed Academies Trust staff to use for work-related purposes. Microsoft 365 Copilot Chat or Copilot Premium must be linked exclusively to school/trust-issued Microsoft 365 account as this provides enterprise grade data protection. Other Large Language Models - including ChatGPT, Gemini and Claude - must not be used unless there are exceptional circumstances approved in writing by the Trust DPO following a DPIA. There are other AI services with integrated LLM type features - such as Canva - that may also be authorised for staff use, but personal or sensitive data must never be used with these services. The Trust will maintain a list of Approved AI Services; this is available upon request. Misuse will be addressed under Data Protection and HR policies, including disciplinary procedures.

- The Trust authorises Microsoft 365 Copilot Chat and the upgraded service Microsoft 365 Copilot Premium as the Trust's only approved general use large language model (LLM) for work-related use when provided via school/trust issued Microsoft 365 account. These services provide enterprise-grade data protection to support the safe handling of sensitive Trust and school information and may be used for a wide range of AI-supported tasks, including but not limited to generating text, images, code, data summaries, and charts.



This symbol, in the top right of the screen within Microsoft Copilot Chat and Microsoft 365 Copilot indicates enterprise data protection is active. Do not use sensitive data in Microsoft 365 Copilot Chat or Premium unless this is displayed as this would be a breach of our Data Protection Policy.

- Microsoft 365 Copilot Chat is provided to the majority of staff. A small number of staff have upgraded Microsoft 365 Copilot Premium accounts provided at an additional cost.
- Typically, staff will find this service by logging in to their Microsoft 365 account via your internet browser in the same way they might access online apps associated with their school/trust account, such our Outlook and Microsoft Word: m365.cloud.microsoft or by downloading the M365 Copilot app on their work device.
- If in doubt, please check with the Trust's IT support if you are unclear about whether you have access to a licensed version with commercial data protection before you begin to use it.



Microsoft 365 Copilot Premium

Sharing files and folders from Microsoft 365 accounts

- If you share a file or folder with other users via your Microsoft 365 account (or they share them with you), be aware that Microsoft 365 Copilot Premium is able to find them and refer to them in its outputs. If users have opted to share a file or folder with 'People in Exceed Academies'; 'Share with anyone, doesn't require sign-in', 'Anyone can respond' or similar setting, these files and folders may appear in Microsoft 365 Copilot Premium search outcomes. Please share files and folders only with the specific people who need access and remove access when the collaborative work has ended.

'Free' Generative AI, including Microsoft Copilot

- The majority of Artificial Intelligence Large Language Models (LLM) (simply referred to here as models) and tools are available 'free' of charge. Users register their email address and access the model at no financial costs. These models are provided without our expected level of data protection. This is also relevant to many paid for models. This includes Microsoft Copilot (note: no reference to Microsoft 365 in its name), ChatGPT, Google Gemini and other LLMs. These services are not permitted by Exceed Academies Trust staff use for work-related purposes, unless there are exceptional circumstances approved in writing by the Trust's DPO following a DPIA.

- Microsoft Copilot is not a permitted app. Microsoft Copilot (please note the name makes no reference to Microsoft 365) is a free service and accessed using a personal email address (e.g. Hotmail, outlook.com). This does not have enterprise data protection so your work data is not secure. This is not permitted for work use.
- AI tools are sometimes available for ‘free’, and in such instances, the company offering the service often considers the user’s data as the valuable commodity they seek or the user’s loyalty which may result in future purchases and use. This is like social media, etc. The data it draws upon is captured, stored, and typically used to train the Generative AI model and other tools.
- This also applies to ‘wrapper’ commercial products powered by ChatGPT or other generative model.

Refining the outcomes from Generative AI

- Generative AI serves as a valuable tool for stimulating ideas and providing a starting point, but it usually requires user intervention to produce a high-quality finished product. The first output from the model is unlikely to be fit-for-purpose. Further prompting is needed to help the model refine the output to meet need, prior to expert intervention to finalise the resource prior to use.
- The quality of prompts (what the user asks AI to do) used in Generative AI tools, such as Google Gemini and ChatGPT, directly influences the quality of the output. Outcomes always need quality assurance and often prompts require adjustments to achieve the desired high-quality results. Outputs can be enhanced by using additional prompts that specifically ask for aspects of the output to be enhanced and always applying professional knowledge, understanding and skill outside of the model to make the output fit for purpose.
- Generative AI will return results based on the dataset it has been trained on. Therefore, for example, a Generative AI tool may not have been trained on the English curriculum and may not provide results that are comparable with a human-designed resource developed in the context of our curriculum. Models often use a historic version of the internet for their training; therefore, the most recent online resources and information are not available to it.
- Not all Generative AI tools have access to the same training data and not all systems are able to access up-to-date information from the internet and other sources. Comparing and contrasting outcomes from different Generative AI tools, such as ChatGPT and Google Gemini, is recommended to get the best outcome.

Misinformation

- Generative AI may present plausible information that is: inaccurate; inappropriate; biased; reinforces stereotypes; taken out of context and without permission; misinformation; and out of date; and unreliable. The effectiveness of Generative AI models depends on the quality of the training data it has received, which may become outdated, biased, or contain misinformation. This includes content that reinforces stereotypes and bias towards underrepresented groups. Users should not use content that reinforces such biases and actively seek inclusive and diverse content appropriate

to the context. Users should only use such information if they are qualified to verify its accuracy before using it. Generative AI can create inaccurate but believable content.

Cautious use

- Where Generative AI is used by educators and support staff in classrooms with students for educational purposes during lessons, they should cautiously model (e.g. turn off the data projector until AI generated images have been created and quality assured) the use of Generative AI tools such as ChatGPT and Google Gemini rather than allowing students to use it independently).

Commercial AI-powered resources

- Some free or commercially purchased AI powered resources chosen by a school or individual may necessitate the sharing of some personal or sensitive data. Under no circumstances should personal or identifying information about staff, pupils or other individuals be entered into any AI system without prior agreement from the Data Protection Officer (DPO). In these circumstances, a Data Protection Impact Assessment (DPIA) will be carried out to ensure that appropriate levels of data and cyber security are present to protect personal information. A DPIA should also consider whether the provider is a reputable organisation; how users will sign-in to the resources; and they must trial new digital resources before committing to purchase them. The Trust will support you to undertake these checks.
- Subject to Trust approval following a Data Protection Impact Assessment (DPIA), other AI-enabled services that incorporate LLM type features or other AI functionality may be approved for use for specified purposes or projects, such as Canva for staff to create classroom resources. In all such circumstances, personal and sensitive data and information must not be used with these AI service. This is to ensure appropriate data-protection and information-governance controls are in place. The Trust will maintain a list of AI Approved Services and is available upon request.

Age restrictions

- Typically, Generative AI models, such as Google Gemini and ChatGPT have age restrictions of 13, 16 or 18+. Age restrictions vary between models. Leaders, teachers, support staff and students must check and be mindful of these age limitations and adhere to the related terms and conditions.
- Written parental consent is required for students aged over the minimum age restriction for the model but under 18 years of age to use most AI tools in schools.

Use by students

- Students in school are most likely to benefit from AI tools that are embedded within commercial services approved following a DPIA, rather than directly using Large Language Models (LLM). Such commercial educational products that may enhance adaptive teaching and/or personalised learning. Schools may wish to set up a limited trial of such resources, having requested a Data Protection Impact Assessment prior to entering into an arrangement with the provider. Such trials should have a focus and

measurable impact to inform the decisioning making process of whether the tool is beneficial and whether it is worth purchasing and/or rolling-out to more students (see DPIA above).

- At present, children and young people do not have access to a LLM via their school. If this was ever to be permitted, Microsoft 365 Copilot Chat would be the only permitted model subject to Trust and written parental approval. Do not provide students with access without these.

Assessments

- When applicable, schools and their staff should familiarise themselves with guidance from assessment bodies, including examination boards and The Joint Council for Qualifications, and effectively communicate this information to students and parents or carers: <https://www.jcq.org.uk/exams-office/malpractice/artificial-intelligence/>.

Intellectual property rights

- Do not allow or cause intellectual property, including pupils' work, to be used to train Generative AI models, without appropriate consent or exemption to copyright. Students' work should not be used to train Generative AI without written parental consent (if the student is aged under 18) or written consent from the student (if aged 18 or over). For example, uploading a student's GCSE coursework with a mark scheme for a Large Language Model to mark is not an appropriate use of Generative AI. Using two sentences from a child's story for an adult to generate an image that represents the story is acceptable.

Parents and carers

- Information about the use of Generative AI should be provided to parents and carers. A statement is included in the Trust's Artificial Intelligence (AI) Policy.