# DRAFT Acceptable Use for Teachers/Non-teaching Staff: Generative AI

*Due to the rate of change in this area, be cautious in naming tools in this document as it will quickly become out of date*.

*This document was created by members of the Sheffield AI in Education Work Group, October 2024. Schools are expected to adapt as required to meet their needs and priorities.*

Generative AI (GenAI) is a type of artificial intelligence (AI) that creates new content, such as text, images, videos, music and software code, based on large amounts of generic training data.

At […] we support the use of GenAI to reduce workload, support inclusive practice and enhance teaching and learning opportunities. However, all teachers must adhere to the following principles when utilising AI:

1. **Do not share any personal or sensitive** **data** with an AI tool, e.g. ChatGPT, Copilot (either directly or as part of another application). Check with the school GDPR policy for more information about personal data.
2. You are responsible for applying professional judgement when checking any outputs from GenAI for accuracy, suitability of purpose and bias.
3. **Students should not be using GenAI tools within school/should only be using GenAI tools in the following circumstances** … [a risk assessment should be completed before using tools with learners]. The age limits on the tools are generally 13+, with parental permission required below 18.

*Where students are using age-appropriate GenAI tools, ensure this is covered within acceptable use policy for students.*

1. You may model the use of GenAI tools for teaching purposes, and invite contributions from students. However, ensure you are communicating the key messages to young people about reliability, risks, misuse, bias, ethics, age ratings etc. alongside this.
2. Be aware of potential student misuse of GenAI tools for homework and assessments and design assignments accordingly. Communicate the school policy around GenAI use in homework clearly. Note thatthere are **no reliable tools** that can identify if GenAI has been used, and bear this in mind when applying sanctions for perceived misuse.
3. Consider the intellectual property rights of students for the original content they create – it may not be appropriate to enter it into a GenAI tool without permission.
4. Any concerns about harmful or inappropriate content should be dealt with using the existing online safety and safeguarding systems and policies.
5. A human should always check and verify any decisions made with the assistance of GenAI e.g. giving a final grade on a piece of work or shortlisting candidates for interview.
6. You must model responsible use of AI, including transparency in where it is used in outward-facing materials. As a school [we do not expect reports to be written using GenAI tools / we expect that any use of GenAI tools to help write reports is declared].

*Decide what is suitable for your setting with regard to how AI is used and the perspective of stakeholders – does this impact them?*