

AI Use Disclaimer for Staff

Purpose: This disclaimer sets out expectations for the safe and responsible use of Artificial Intelligence (AI) tools by staff within the academy. Please read the AI policy for further information.

Approved AI Tool: The academy has chosen **Microsoft Copilot** as its trusted and approved AI support tool for use in school-related tasks.

Use of Other AI Tools: If a member of staff chooses to use any other AI provider (e.g., ChatGPT, Gemini, Claude, or similar), they must ensure that:

- **No sensitive, personal, or identifiable information** about pupils, parents, staff, or the school is entered into the AI tool.
- This includes, but is not limited to: names, initials, addresses, dates of birth, medical information, safeguarding details, behaviour records, assessment data, or any information that could reasonably identify an individual or the school.
- Staff remain responsible for ensuring compliance with **UK GDPR, Data Protection Act 2018**, and the school's own data protection policies.

Understanding and Agreement

By signing below, you confirm that you:

- Have read and understood this disclaimer.
- Agree to use AI tools responsibly and in line with school policy.
- Understand the importance of protecting personal and sensitive information at all times.

Name: _____

Signature: _____

Date: _____

Please print and sign this and return to the admin team for collation for SAT. Thank you.