



## **Mount St Michael Secondary School, Claremorris**

### **Artificial Intelligence Policy**

#### **1. Introduction and Purpose**

This policy establishes guidelines for the ethical and responsible use of Artificial Intelligence (AI) tools by students, staff, and the school community. It complements our existing Acceptable Use Policy (AUP) and supports our commitment to digital literacy, academic integrity, and safeguarding. AI tools are increasingly used in education, workplaces, and daily life. These tools can support learning, creativity, administration, and accessibility when used responsibly. However, they also raise important issues relating to academic integrity, data protection, safeguarding, bias, and ethical use.

The purpose of this policy is to:

- Provide clear guidance on the responsible use of AI in our school.
- Promote ethical, safe, and educationally beneficial use of AI tools.
- Protect students and staff in line with Irish law, including GDPR and child safeguarding requirements.
- Uphold academic integrity and fairness in assessment.
- Ensure AI supports learning rather than replacing critical thinking and independent work.

#### **2. Scope**

This policy applies to:

- All students, teaching staff, support staff, and management.
- Use of AI tools for teaching, learning, assessment, and administrative purposes.
- School-owned devices and personal devices used for school work, whether on-site or off-site.

AI tools include (but are not limited to):

- Generative AI (e.g. text, image, video, music generators)
- AI chatbots and virtual assistants
- AI-powered study tools
- AI translation, grammar and editing tools
- AI marking or feedback systems
- AI productivity tools

#### **3. Policy Statement**

Mount St Michael Secondary School recognises AI as an emerging educational technology that offers opportunities and challenges. We are committed to ensuring AI use supports authentic learning,

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maintains academic integrity, and protects our school community and we support responsible, ethical, and educationally appropriate use of AI.

#### 4. Guiding Principles

The school's approach to AI is guided by the following principles:

**Educational Value:** AI tools should enhance learning, not replace critical thinking and creativity.

**Transparency:** Users must disclose when AI has been used in academic work or school communications.

**Academic Integrity:** AI use must not constitute plagiarism or academic dishonesty. All student work submitted for assessment must represent the student's own understanding unless explicitly permitted.

**Safeguarding:** Student data and privacy must be protected in line with GDPR and our Data Protection Policy. Students must be protected from harmful, inappropriate, or exploitative AI content or interactions.

**Equity & Inclusion:** Access to AI tools should not create unfair advantages or disadvantages. Access considerations must be addressed when the use of AI tools is permitted.

**Human Oversight:** AI does not replace professional judgement. Teachers remain responsible for planning, assessment, and decision-making.

#### 5. Acceptable Uses

##### For Students:

A student may use AI tools **only with explicit permission from the teacher** for:

- Research assistance and information gathering.
- Generating ideas for creative projects (with acknowledgement).
- Language translation support for learning.
- Accessibility support (e.g., text-to-speech, summarisation for students with additional needs).
- Practice exercises and study support.

Students must always follow specific teacher instructions regarding AI use for assignments.

##### For Staff:

- Lesson planning and resource development.
- Differentiation and adaptation of materials.
- Administrative task support (non-confidential).
- Professional development and research.
- Feedback drafting (requiring personalisation before sharing).

When using AI tools, staff must:

- Review and verify all AI-generated content for accuracy and bias.
- Ensure materials are age-appropriate.
- Avoid entering personal data into public AI systems.
- Maintain professional responsibility for all decisions and assessments.

#### 6. Unacceptable Uses

The following are **prohibited**:

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## **Students:**

- Submitting AI-generated work as original without disclosure.
- Using AI to complete assessments, homework, or examinations without explicit permission.
- Bypassing school internet filters to access AI tools.
- Sharing personal information about students or staff with AI systems.
- Using AI to create inappropriate, harmful, or offensive content.
- Use AI tools that are age-restricted without explicit permission.

Suspected unacceptable use of AI tools will be addressed under our existing Code of Behaviour Policy and Academic Integrity Policy.

## **Staff:**

- Inputting confidential student data into public AI systems.
- Using AI for report writing without significant personalisation.
- Generating assessment materials without review and adaptation.
- Relying on AI for professional judgements about student welfare or achievement.
- Use AI in ways that disadvantage students unfairly.

## **7. Assessment and Academic Integrity**

**Junior Cycle and Leaving Certificate work:** Students must complete all examination and state-assessed work independently unless specifically permitted by SEC guidelines.

**Classroom assessments:** Teachers will clearly indicate when AI use is permitted and what level of disclosure is required.

**Acknowledgement requirement:** When permitted, students must cite AI tools used (e.g., "ChatGPT used for initial brainstorming, 15/01/2025").

Suspected unacceptable use of AI tools in assessments may be interpreted as plagiarism will be addressed under our existing Code of Behaviour Policy.

## **8. Data Protection and Safeguarding**

All AI use outlined in the scope above must comply with:

- General Data Protection Regulation (GDPR)
- Data Protection Acts 1988–2018
- Child Safeguarding Procedures for Primary and Post-Primary Schools

The following must be followed when using AI tools:

- No identifiable student information may be entered into public AI systems.
- Staff must not input sensitive or confidential school data into public AI systems.
- Parental consent is required before students under 18 use AI tools requiring account creation.
- School-approved AI tools must comply with GDPR and our Data Protection Policy.
- Monitoring for signs of over-reliance or unhealthy usage patterns.
- Students and Staff must not use AI to access inappropriate content.
- AI-generated harmful content must be reported to school management.
- Digital Education lessons will include AI awareness.
- Teachers will supervise AI use in class.

## **9. Implementation and Education**

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### **Student Education:**

Digital Education lessons will include AI literacy from First Year. Students will be taught what AI is and how it works; its benefits and limitations; ethical use and academic honesty; risks relating to bias, misinformation, and privacy; digital literacy skills.

Clear guidance on appropriate use for each subject and year group will be provided to staff and students at the beginning of each academic year.

Regular updates on AI policy through assemblies will be provided to staff and students as deemed necessary by the Digital Learning Team and school management.

### **Staff Professional Development:**

Staff will receive annual training on AI tools and pedagogical approaches and subject-specific guidance on integrating AI appropriately by the Digital Learning Team. School management will also support staff in understanding risks and opportunities of AI, as well as reviewing AI tools before adoption.

### **Parent/Guardian Communication:**

The Artificial Intelligence policy will be made available on the school website. When deemed appropriate, information sessions will be provided to parents/guardians on supporting children with AI use at home. Regular updates on school approaches to AI use will also be provided.

## **10. Monitoring and Review**

The responsibility for the review of the Artificial Intelligence Policy lies with the Digital Learning Team, Deputy Principal and Principal. Given the rapid development of AI technologies, this policy will be reviewed annually or as required by school management.

## **11. Roles and Responsibilities**

**Board of Management:** Approve policy and resource implementation

**Principal and Deputy Principal:** Overall policy oversight and disciplinary matters

**Digital Learning Team:** Training, guidance, and policy updates

**Teachers:** Communicate expectations, monitor compliance, educate students

**Students:** Follow guidelines and seek clarification when uncertain

**Parents/Guardians:** Support school policy and monitor home usage

## **12. Related Policies**

This policy should be read in conjunction with:

- Acceptable Use Policy (AUP)
  - Data Protection Policy
  - Code of Behaviour
  - Anti-Bullying Policy
  - Child Safeguarding Statement
  - Teaching and Learning Policy
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### 13. Review Details

This policy was adopted by the BOM on the 12<sup>th</sup> of May 2026

Signed  Date: 12<sup>th</sup> of May 2026  
Michael Brett  
Chairperson of the BOM

Signed  Date: 12<sup>th</sup> of May 2026  
Ciarán Ryan  
Secretary to the BOM

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