

DEEP Education Network

AI Policy & Governance Toolkit | Pack 4 | Template 1 of 5

AI Acceptable Use Policy

Staff Edition

[SCHOOL NAME] | [ACADEMIC YEAR]

 **UK & British Schools Overseas Edition** DfE · KCSIE · JCQ · UK GDPR · Ofsted **UAE & International Schools** See Appendix B for UAE adaptation guide

Document Title	AI Acceptable Use Policy – Staff
Version	[e.g. 1.0]
Date Adopted	[DD Month YYYY]
Date of Next Review	[DD Month YYYY – maximum 12 months from adoption]
Policy Owner	[Headteacher / Principal name and title]
Approved By	Board of Governors / Board of Trustees / [equivalent governing body]
Related Documents	Data Protection Policy · Safeguarding Policy · Student AI AUP · Assessment Policy · Staff Handbook

HOW TO USE THIS TEMPLATE

All fields in [SQUARE BRACKETS] must be completed before adoption. Amber boxes are guidance notes for whoever is completing this template – delete all amber boxes before publishing. Green boxes flag clauses where UAE and international schools should adapt or replace content – see Appendix B for ready-to-use replacement language. This template should be cross-checked against the AI Policy Coherence Checklist (Template 3) and approved by your governing body before the start of each academic year.

Source status legend**LEGAL / REGULATORY:** Directly linked to statutory or regulatory duties.**GUIDANCE:** Based on official education, data protection, safeguarding, or assessment guidance.**SCHOOL CONTROL:** Recommended by this pack as a practical governance control. Tool approval, shadow AI protocol, and annual review items carry this status unless directly required by a cited source.

1. Policy Purpose & Scope

1.1 Purpose

This policy governs the use of artificial intelligence (AI) tools by all staff at [SCHOOL NAME] ("the School"). It sets out which AI tools are approved, under what conditions staff may use them, the obligations that apply in every circumstance, and the consequences of non-compliance.

Jurisdiction note

Before adopting this template, confirm which framework applies to your school:

1. England / UK maintained or independent school: adapt against DfE, KCSIE, JCQ, UK GDPR, ICO, and local trust/governor requirements.
2. British School Overseas: use UK guidance as an inspection/accreditation benchmark where applicable, but confirm local legal requirements.
3. UAE / international school: adapt UK references to local law and regulator expectations. Do not assume UK statutory duties apply unless required by your school type, accreditation route, or governing body.

This template is not legal advice. It must be reviewed by the school owner, DSL, DPO/data lead, and governing body before adoption.