Artificial Intelligence Policy

Of

Jesus & Mary Secondary School,

Gortnor Abbey

School Patrons: Le Chéile Schools Trust clg.

Signed: _____
(Chairperson of Board of Management)

Signed: _____
(Principal)

Date: 8/6/26

Reviewed January 2025
Reviewed June 2026

Artificial Intelligence Policy

Jesus & Mary Secondary School, Gortnor Abbey
Gortnor Abbey, Crossmolina, Co. Mayo.
T: 096 31194
E: office@gortnorabbey.ie

Issued By
The Ark HQ™

Date Issued
January 2025

AI Policy

Document Title

AI Policy

Revisions

No.	Status	Author(s)	Issued By	Office	Issue Date
Rev 01	Release	The Ark HQ™	Ark	Cork	January 2025

Circulation

Audience	Office	Issue Date	Method
Senior Management	Jesus & Mary Secondary School, Gortnor Abbey	January 2025	Email
Board of Management	Jesus & Mary Secondary School, Gortnor Abbey	January 2025	Email
Staff	Jesus & Mary Secondary School, Gortnor Abbey	January 2025	Email

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Artificial Intelligence Use Policy

Jesus & Mary Secondary School, Gortnor Abbey recognises the transformative power of AI in shaping the future of education and aim to harness its capabilities responsibly, ethically, and in alignment with our educational goals.

The development of generative artificial intelligence (AI) has the potential to profoundly impact how we teach, learn, assess, and access education. Jesus & Mary Secondary School, Gortnor Abbey will harness the power of AI to enhance education, support students and Staff, and create inclusive learning environments.

Jesus & Mary Secondary School, Gortnor Abbey recognises that AI is a fast-moving technological development and that we should look to update our AI policy regularly.

General Principles:
The following principles shall guide Jesus & Mary Secondary School, Gortnor Abbey:

- **Understanding AI:** AI will soon be a part of most productivity and creativity tools, blending with human output. We aim to guide Staff and students to use AI responsibly and effectively.
- **Privacy and data considerations:** We are committed to safeguarding our students and Staff's Privacy and intellectual property rights when using generative AI tools. Irrespective of whether the AI tool is designed to learn directly from users' inputs, we shall prioritise measures that mitigate risks associated with the disclosure and use of personal information and proprietary content.
- **AI accuracy and bias:** We shall continuously monitor and assess our AI technologies to identify and rectify biases that may result in unequal or discriminatory outcomes.
- **Equity and inclusivity:** We shall ensure that AI applications are used in a manner that respects and embraces diversity, eliminating biases that may perpetuate discrimination or may disadvantage certain groups.
- **AI limitations:** While recognising and utilising the power of AI for educational benefits, we will also acknowledge its limitations.
- **Student Empowerment and Use:** We shall foster a student-centred environment that encourages autonomy, creativity, and critical thinking. Our approach to AI implementation aims to provide students with the necessary tools, resources, and opportunities to actively engage in their learning journey.

Through the thoughtful integration of AI, we strive to create an inclusive and technologically enriched learning environment that prepares our students for the challenges and opportunities of the digital age whilst at the same time, so far as is reasonably practicable, exercising due care and caution to meet our legal obligations under various legislation.

Signed: _____
Chairperson Board of Management

Signed: _____
Principal

Date: _____

Date: _____

2. Introduction

- Jesus & Mary Secondary School, Gortnor Abbey recognises the transformative power of AI in shaping the future of education and aims to harness its capabilities responsibly, ethically, and in alignment with our educational goals.
- The development of generative artificial intelligence (AI) can profoundly impact how we teach, learn, assess, and access education.
- As we embrace this technological advancement, we commit to using AI to enhance education, support students and Staff, and create inclusive learning environments.
- We also acknowledge that AI is a fast-moving technological development, and we shall regularly update our AI policy to adapt to changes and advancements in this field.

3. Purpose

- Jesus & Mary Secondary School, Gortnor Abbey's AI policy aims to establish clear guidelines and principles for the responsible and ethical use of artificial intelligence technologies within our educational institution.
- This policy aims to harness the transformative power of AI to enhance education, empower students and Staff, and create inclusive learning environments.
- By defining the purpose of AI implementation, we seek to align AI initiatives with our educational goals and values while promoting transparency, privacy protection, and equity.

4. Scope

- This AI policy applies to all Staff, students, and stakeholders who interact with or are affected by AI technologies within Jesus & Mary Secondary School, Gortnor Abbey.
- The scope of this policy covers all AI applications used for educational purposes, administrative processes, and any other relevant activities within the school's domain.
- It encompasses current and future AI initiatives, acknowledging the fast-paced nature of AI development and the need for continuous improvement.
- The policy extends to AI technologies used within the school premises, on school-supplied devices, and on any external platforms or systems used for educational purposes.
- It also addresses the use of AI in decision-making processes that impact students, Staff, or other stakeholders.
- By establishing a clear purpose and scope, this AI policy provides a framework for promoting responsible AI adoption, ensuring data privacy, and creating an inclusive and technologically enriched learning environment at Jesus & Mary Secondary School, Gortnor Abbey.

5. Responsibilities – Board of Management

Our entire school community have a role in implementing the AI Policy.

- The Board of Management will approve the policy and ensure its development and evaluation.
- As new technologies are developed that may prove valuable to our teaching and learning goals, to evaluate and provide access to them if necessary.
- To consider reports from the Principal and the ICT Department on the implementation of the policy.
- Maintain an approved list of technologies.

6. Responsibilities – Senior Management

Our entire school community have a role in implementing the AI Policy.

- Senior Management will be responsible for disseminating the policy, including, where relevant, the application of sanctions.
- To oversee the implementation of the policy.
- To establish structures and procedures for the implementation of the AI Policy.
- To provide all Staff - including teachers, resource teachers, supply staff, special needs assistants and administrative Staff with the school's AI Policy. To notify all parties when the policy has been updated.
- To provide training for Staff in the appropriate and responsible use of AI.
- To ensure that users understand that failure to adhere to this AI Policy will result in the loss of privilege and/or disciplinary action.
- To monitor the implementation of the policy.

7. Responsibilities – ICT Department

Our entire school community have a role in implementing the AI Policy.

- The ICT Department will be responsible for the technical implementation of the policy.
- To provide input on the implementation of the policy.
- To establish structures and procedures for the implementation of the AI Policy.
- Where the policy has been breached, report the breach to the Principal.
- To monitor the implementation of the policy.

8. Responsibilities – Teaching Staff

Our entire school community have a role in implementing the AI Policy.

- To accept the terms of the AI Policy before using any AI resources, tools and software in the school.
- To instruct students in the appropriate use of AI.
- To monitor the use of AI.
- To record any violations of the AI Policy and inform the Principal.
- To impose appropriate sanctions for violations of the AI Policy.
- To report incidents of online bullying and be mindful of the obligations under Child Protection Guidelines.

9. Responsibilities – Administration Staff

Our entire school community have a role in implementing the AI Policy.

- To accept the terms of the AI Policy before using AI.
- To monitor their use of AI in line with this policy.
- To immediately report any violation of the AI Policy to the ICT Department.

10. Responsibilities – Students

Our entire school community have a role in implementing the AI Policy.

- To agree to exhibit responsible behaviour in the use of all AI.
- Take personal responsibility for not generating inappropriate material using AI.
- To accept that Jesus & Mary Secondary School, Gortnor Abbey is not responsible for materials, or information of any kind, found, generated or acquired whilst using AI.
- To accept that violation of this AI Policy may result in access privileges being revoked and that appropriate school discipline and/or legal action may be taken at the discretion of Jesus & Mary Secondary School, Gortnor Abbey.

11. Responsibilities – Parents / Guardians

Our entire school community have a role in implementing the AI Policy.

- To become familiar with the school's AI Policy and to discuss it with their child.
- To accept responsibility for supervision if and when a student's use of AI is not in a school setting.
- Parents are obliged to support the school's AI Policy.

12. Guiding Principles

Jesus & Mary Secondary School, Gortnor Abbey will harness the power of AI to enhance education, support students and Staff, and create inclusive learning environments.

Jesus & Mary Secondary School, Gortnor Abbey recognises that AI is a fast-moving technological development and that we should look to update our AI policy termly or as possible.

- **Understanding AI:** AI will soon become integral to most productivity and creativity tools, blending with human output. We aim to guide Staff and students to use AI responsibly and effectively, enhancing their understanding of its capabilities and limitations.
- **Privacy and Data Considerations:** We are committed to safeguarding our students and Staff's Privacy and intellectual property rights when using generative AI tools. Irrespective of whether the AI tool is designed to learn directly from users' inputs, we shall prioritise measures that mitigate risks associated with the disclosure and use of personal information and proprietary content.
- **AI Accuracy and Bias:** We shall continuously monitor and assess our AI technologies to identify and rectify biases that may result in unequal or discriminatory outcomes. Our commitment to accuracy involves refining AI algorithms to improve precision and reliability in decision-making processes.
- **Equity and Inclusivity:** We shall ensure that AI applications are used in a manner that respects and embraces diversity, eliminating biases that may perpetuate discrimination or disadvantage certain groups. We strive to create an inclusive learning environment that values all individuals' unique contributions and perspectives.
- **AI Limitations:** While recognising and utilising the power of AI for educational benefits, we will also acknowledge its limitations. We will provide training and resources to help Staff and students understand the boundaries and potential risks associated with AI technologies.
- **Student Empowerment and Use:** We will foster a student-centred environment that encourages autonomy, creativity, and critical thinking. Our approach to AI implementation aims to provide students with the necessary tools, resources, and opportunities to actively engage in their learning journey.

13. Privacy and Data Considerations

As a Data Controller, the school is legally required under the Data Protection Act 2018 to ensure the security and confidentiality of all personal data it processes. There are several potential privacy concerns associated with using AI technology, mainly when it involves processing personal data. These concerns shall be carefully addressed and mitigated to ensure the responsible use of AI in educational settings.

- **Compliance with Data Protection Policy**: Confidential and restricted personal data should only be discussed or shared with other Staff or Staff of government-funded agencies in accordance with the school's Data Protection Policy.
- **Use of Personal Data**: Personal data belonging to school staff or students must not be used with AI unless it has been anonymised or pseudonymised (coded). Explicit consent is required from the parent/guardian of the student if the student is under 18 years old.
- **Respecting Privacy at all Times**: Staff shall consistently respect the Privacy and confidentiality of personal data in all AI-related activities.
- **Inadvertent Sharing of Personal Data**: Personal data may inadvertently be shared with AI if included in the prompts or responses. Staff are prohibited from inputting sensitive personal data into an AI, i.e., data relating to race, religion, and special education needs, as this will prevent the disclosure of personal data.
- **Storage of Prompt and Response Information**: AI technology may store information about the prompts and responses it processes, potentially including personal data. Appropriate measures should be taken to secure and protect this data.
- **Risk of Third-Party Access**: There is a risk that third parties may access or intercept information transmitted to or from the AI, especially in the event of a data breach. Staff and students will act accordingly.
- **Mitigating Malicious Use**: AI-generated content could be misused for malicious purposes, such as impersonating individuals, generating inappropriate images, accessing restricted content or software, or to generate false information. All instances of malicious use will be dealt with in accordance with the Code of Behaviour.

Please refer to the school's Data Protection Policy which provides clear guidance regarding the expected use of personal data. The policy is available from the Principal.

14. AI Accuracy and Bias

Jesus & Mary Secondary School, Gortnor Abbey shall continuously monitor and assess our AI technologies to identify and rectify biases that may result in unequal or discriminatory outcomes.

- **Identification of Biases:** Staff and students shall actively identify any biases that might lead to unequal or discriminatory outcomes, taking proactive measures to address them promptly.
- **Continuous Monitoring:** All Staff shall consistently monitor our AI technologies to ensure accuracy and identify potential biases that may affect the outcomes.
- **Regular Assessment:** Regular assessments shall be conducted to evaluate the performance of AI systems and their potential impact on the results.
- **Bias Rectification:** If biases are detected, appropriate actions shall be taken to rectify them and improve the fairness and impartiality of AI-generated content.
- **Transparent Decision-Making:** Our AI decision-making processes shall be transparent, allowing for scrutiny and accountability in addressing biases.
- **Ethical Implementation:** AI technologies shall be used ethically and responsibly to ensure fairness and inclusivity in all educational activities.
- **Training and Awareness:** Staff shall receive training and awareness sessions on identifying and addressing biases to foster a bias-aware culture within the educational environment.
- **User Feedback:** User feedback on AI-generated content shall be actively sought and considered to continuously improve accuracy and eliminate biases.
- **Stakeholder Involvement:** We shall involve stakeholders, including students, parents, and Staff, in discussions about AI accuracy and biases to ensure diverse perspectives are considered.

15. Equity and Inclusivity

As Jesus & Mary Secondary School, Gortnor Abbey embraces AI technologies in our learning environment, it is imperative that we uphold our commitment to equity and inclusivity for all.

- **Accessibility:** We are committed to making AI tools and applications accessible to all students, including those with disabilities. We shall ensure that AI interfaces are compatible with assistive technologies.
- **Bias and Discrimination:** We understand that if the training data used for AI is biased, it may perpetuate harmful stereotypes and discriminatory language. Staff shall proactively identify and mitigate biases in AI-generated content to promote fairness and equity.
- **Limited Vocabulary:** We recognise that AI may not possess a broad enough vocabulary to understand complex or technical terms, potentially hindering students' comprehension in specific subject areas. We shall supplement AI use with traditional teaching methods to ensure comprehensive learning.
- **Language Barriers:** AI may struggle to understand certain accents or dialects, which could exclude some students from participating in conversations. We shall encourage open communication and provide alternative means of engagement to ensure all students can participate.
- **Lack of Nuance:** AI's limitations in understanding language nuance can lead to inappropriate or inaccurate responses. Staff will guide students to critically assess AI-generated content and encourage them to engage in thoughtful discussions to supplement AI responses.
- **Training and Awareness:** Staff shall receive training and awareness sessions on addressing equity and inclusivity.
- **User Feedback:** User feedback on AI-generated content shall be actively sought and considered to improve equity and inclusivity continuously.
- **Stakeholder Involvement:** We shall involve stakeholders, including students, parents/guardians, and Staff, in discussions about AI equity and inclusivity to ensure diverse perspectives are considered.

16. AI Limitations

While recognising and utilising the power of AI for educational benefits, Jesus & Mary Secondary School, Gortnor Abbey also acknowledge its limitations. To ensure responsible and effective use of AI in our academic setting, we shall adhere to the following principles:

- **Promoting Balanced Learning:** Staff shall strike a balance between AI-assisted learning and traditional teaching methods to ensure a comprehensive and well-rounded educational experience for students.
- **Supplementary Learning Tool:** AI will be considered a supplementary learning tool to enhance the educational experience rather than a substitute for traditional teaching methods. Staff shall emphasise the importance of human guidance and expertise in the learning process.
- **Complementing Human Instruction:** AI-generated content will complement human instruction, providing additional resources and insights. However, Staff shall maintain the central role of Staff in guiding and supporting students' learning journeys.
- **Critical Thinking Development:** Staff shall actively encourage students to develop critical thinking skills by engaging with AI-generated Content critically. Students shall be taught to question and validate information obtained from AI sources to foster independent thinking.
- **AI Limitation Awareness:** Staff and students shall be educated about the inherent limitations of AI, including its potential for inaccuracies and biases. By understanding these limitations, students can use AI-generated Content more effectively and responsibly.
- **Guidance for AI Usage:** Clear guidelines and best practices shall be provided to Staff and students regarding when and how to use AI. AI will be recommended for specific learning activities to enhance the educational experience, but its usage will not be mandated.
- **Monitoring AI Performance:** We shall regularly assess and monitor AI applications used in education to identify any areas of improvement. Feedback from students and Staff will be solicited to refine and enhance AI-generated content.
- **Transparency and Accountability:** AI-generated content presented to students will be transparently labelled as such, ensuring students are aware when engaging with AI-generated materials. In the case of AI-powered assessments or evaluations, clear explanations of the AI's role will be provided.
- **Ongoing Learning and Development:** Our Staff shall be encouraged to participate in continuous learning and professional development related to AI technologies, keeping abreast of advancements and best practices.

17. Evaluating AI-generated Content

Evaluating AI-generated content is essential to ensure its accuracy, relevance, and appropriateness in an educational setting. At Jesus & Mary Secondary School, Gortnor Abbey, we recognise the importance of critical thinking and human judgment in assessing AI-generated responses. We shall evaluate AI-generated Content, promote critical analysis among students, and strike a balance between AI and traditional educational resources.

- **Contextualise:** Staff and students shall evaluate whether the AI-generated Content is relevant to the specific topic or task and whether it accurately addresses the intended aspects.
- **Verify:** Both Staff and students shall fact-check the information provided by AI and validate its accuracy through reputable sources.
- **Compare:** Compare the information provided by AI technology with other reliable sources to assess its reliability and comprehensiveness.
- **Critique:** Staff and students shall critically analyse the AI-generated Content for any potential biases or limitations, promoting critical thinking and analysis.
- **Assess the relevance:** Staff and students shall evaluate the relevance of the AI-generated response to specific topics or questions.
- **Evaluate the accuracy:** Staff and students shall verify the accuracy of the AI-generated response by cross-referencing it with other sources and checking the facts.
- **Consider the biases:** Staff and students will be aware of potential biases in AI-generated content and evaluate how they may impact the accuracy and relevance of the response.
- **Critical thinking:** Students shall evaluate and assess AI-generated content's accuracy and potential biases.
- **Creativity:** Students shall evaluate the creativity and originality of AI-generated content.
- **Ethical considerations:** Judgment is essential in evaluating AI-generated content for ethical considerations such as plagiarism and offensive language.

18. Ethics & Plagiarism

Plagiarism in education is a significant concern as students may be tempted to pass off AI-generated Content as their work. AI tools must only be used when the conditions of the assessment permit the use of the Internet and where the student can demonstrate that the final submission is the product of their own independent work and independent thinking. Examples of AI misuse include, but are not limited to, the following:

- Copying or paraphrasing sections of AI-generated content so that the work is no longer the student's own.
- Copying or paraphrasing whole responses of AI-generated content.
- Using AI to complete parts of the assessment so that the work does not reflect the student's work, analysis, evaluation or calculations.
- Failing to acknowledge the use of AI tools when they have been used as a source of information.
- Incomplete or poor acknowledgement of AI tools.
- Submitting work with intentionally incomplete or misleading references or bibliographies.

- **Clear Communication on Expectations:** Staff shall communicate expectations for using AI-generated Content and the consequences of plagiarism. Staff shall clearly explain plagiarism and why it is a serious academic offence.
- **Reinforce Academic Integrity:** Staff shall discuss the importance of academic integrity and how it relates to future opportunities and success. Staff shall also reinforce the value of honesty and originality in academic work.
- **Provide Examples and Consequences:** Staff shall discuss examples of plagiarism and the potential consequences of committing this offence in school. This will raise students' awareness and deter them from dishonest practices.
- **Encourage Original Thinking:** Staff may (where appropriate) assign projects and homework that require students to think critically and creatively. Staff shall guide proper citation practices to acknowledge sources appropriately.
- **Practice Paraphrasing and Summarising:** Staff shall offer opportunities for students to practice paraphrasing and summarising information in their own words, emphasising the importance of using their unique voice in their academic work.
- **Emphasise Creativity:** Staff shall highlight the value of original thinking and creativity in academic work. Staff shall encourage students to express their ideas innovatively while respecting academic standards.
- **Promote Responsible Research:** Staff shall encourage students to keep track of their sources and take notes as they research. This practice will help them organise their thoughts and properly attribute information.
- **Discuss Limitations of AI-generated Content:** Staff shall educate students about the limitations of AI-generated content to prevent overreliance. Staff shall emphasise the importance of developing critical thinking skills for academic and personal growth.
- **Highlight Inaccuracy and Biases:** Staff shall make students aware that AI-generated content can sometimes be inaccurate or incomplete, especially in complex or nuanced subjects. Discuss the potential biases that AI may reflect based on the data it is trained on.

19. Student Usage Guidelines

Artificial Intelligence (AI) technologies have become increasingly prevalent in society and the educational setting. At Jesus & Mary Secondary School, Gortnor Abbey, we recognise the potential of AI to enhance classroom activities and support learning. However, ensuring that students understand how to use these tools effectively is essential while promoting critical thinking and responsible behaviour. The following guidelines aim to establish clear expectations for student interactions with AI, safeguard data privacy, and encourage critical analysis of AI-generated content.

Setting clear expectations for student interactions with AI

- **Use Only Under Direct Instruction:** Students should only use AI under the direct instruction of their teachers. This ensures that they use AI tools appropriately and responsibly in the context of their learning activities, homework, assignments or projects.
- **AI as a Tool, Not a Substitute:** AI should be used as an assistant to support students in their projects or homework, but it should not replace their critical thinking and research. Students are encouraged to engage actively in their learning journey.
- **Understand AI Limitations:** Students shall be made aware that AI is not infallible and may generate inaccurate or inappropriate responses. They should exercise good judgment to assess the suitability of AI-generated Content for their projects or homework.
- **Check for Plagiarism:** Students shall ensure that AI-generated content is appropriately cited and not plagiarised. Originality and proper attribution are essential in academic work.
- **Protect Personal Data:** Students should avoid entering personal data, such as their names, email addresses, or other identifying information, into AI tools. Students should also be mindful of Jesus & Mary Secondary School, Gortnor Abbey School's Data Protection Policy and terms of use of the platforms or tools used.

Critical thinking

- **Use AI-Generated content as a Tool:** AI-generated content may supplement learning but should not replace critical engagement with the material. Students are encouraged to actively analyse and reflect on the content.
- **Analyse the Source:** Understanding the source of AI-generated Content and the data used to train the system is crucial to identifying potential biases or limitations.
- **Evaluate Accuracy:** To ensure accuracy, students should fact-check and corroborate AI-generated information with other sources.
- **Consider Context:** AI-generated content may lack context, so students should consider the broader context of the topic to assess its relevance.
- **Encourage Discussion:** Engaging in discussions about AI-generated Content fosters critical thinking skills and digital literacy among students.

Recognise the Limitations and Biases of AI

- **Limited Knowledge:** AI models may provide incomplete or inaccurate information without certain data points.
- **Biased Data:** AI models may perpetuate biases if trained on biased data, leading to potentially biased content or predictions.
- **Lack of Creativity:** AI-generated content may struggle to produce creative or original ideas.
- **Contextual Understanding:** AI models may misinterpret sarcasm, irony, or emotional context, resulting in inappropriate responses.
- **Emotional Intelligence:** AI lacks the emotional intelligence and empathy inherent in human interactions.

Ethical use of AI-generated Content in academic work

- **Give Credit:** When using AI-generated content in academic work, students shall properly cite their sources and give credit to the original authors or creators.
- **AI as a Tool, Not a Replacement:** AI can assist in research and inspiration, but students should always strive to produce original content that reflects their understanding.
- **Avoid Plagiarism:** Copying and pasting AI-generated Content without proper attribution constitutes plagiarism and is unacceptable.
- **Consider Ethical Implications:** Students should be mindful of potential bias and stereotypes in AI-generated content, avoiding content that perpetuates harmful assumptions or biases.

20. Breach of Policy

- Jesus & Mary Secondary School, Gortnor Abbey shall periodically review this policy.
- We shall also arrange audits of our compliance by independent third parties at longer intervals.
- Breaches of the AI Policy may be treated as a matter for discipline and depending on the seriousness of the breach and shall be dealt with by the Principal in accordance with the School's Code of Behaviour.

21. AI Policy Acknowledgement

Print Name	Signed	Date