

British Overseas School: Data, AI & Emerging Technologies Policy



1. Purpose and Scope

This policy sets out how the British Overseas School uses data, artificial intelligence (AI), and emerging technologies to support high standards of education, promote pupil well-being, and ensure that our community operates safely, ethically, and responsibly. It applies to all staff, pupils, governors, contractors, and visitors who make use of BOS systems or devices.

Our aim is straightforward: to take advantage of beneficial technologies while safeguarding the people, values, and integrity of the school.

2. Guiding Principles

BOS will:

- Use technology to enhance learning, improve efficiency, and strengthen decision-making.
- Act responsibly with all data, protecting confidentiality and ensuring compliance with legal and regulatory requirements.
- Uphold transparency, fairness, and human oversight in the use of AI.
- Promote digital literacy and critical thinking so that pupils and staff can navigate technological change with confidence.
- Favour technology that is reliable, secure, and aligned with the school's educational ethos.

3. Data Management

BOS collects and processes data only for legitimate educational and operational purposes. We ensure that:

- Data is accurate, relevant, and stored for no longer than necessary.
- Access is controlled and based on role and need.
- Information is stored securely, whether in digital or paper form.
- Any data sharing with external bodies is purposeful, lawful, and monitored.
- Staff understand their responsibilities through regular training and guidance.

4. AI and Automation in School Operations

AI and automation may be used to support processes such as timetabling, admissions, assessment analysis, safeguarding monitoring, and communications. BOS requires that:

- AI tools remain under human supervision and do not replace professional judgement.
- Decisions with a material impact on pupils or staff are reviewed by an authorised member of staff.
- Algorithmic recommendations are treated as advisory, not definitive.
- Staff understand the capabilities and limitations of AI systems they use.

Examples include the use of analytics to support learning interventions or AI-assisted drafting for administrative tasks. BOS maintains clear audit trails for such activity.

5. AI in Teaching and Learning

AI tools can enrich teaching when used thoughtfully. To this end:

- Teachers may use AI to plan lessons, generate resources, or analyse assessment trends, provided the outputs are reviewed and adapted.
- Pupils may use age-appropriate AI tools for research, drafting, revision, and coding, with guidance from staff.
- AI must not be used to circumvent genuine learning. Work submitted for assessment must reflect the pupil's own understanding.
- Departments may develop subject-specific guidance on acceptable use.
- The school will provide structured digital literacy teaching so that pupils understand how AI systems work, their strengths, and their risks.

6. Safeguarding, Risk, and Well-being

Emerging technologies can present new risks. BOS ensures that:

- AI tools used in school meet appropriate safeguarding standards and do not expose pupils to harmful content or unmoderated interactions.
- Automated monitoring tools, if used, complement – not replace – professional vigilance.

- Staff remain cautious about over-reliance on technology when assessing pupil welfare or behaviour.
- Clear reporting routes exist for concerns arising from digital activity.

7. Ethics and Responsible Conduct

Everyone at BOS is expected to use technology responsibly. This includes:

- Respecting privacy and intellectual property.
- Avoiding plagiarism, fabrication, or misuse of AI-generated content.
- Not using AI systems to create deceptive, harmful, or discriminatory material.
- Exercising honesty in assignments, examinations, and professional duties.
- Ensuring that online behaviour reflects the standards expected within the school.

8. Cybersecurity and Technical Standards

The school will maintain robust technical safeguards, including:

- Secure networks, strong authentication, and updated systems.
- Routine monitoring and auditing of access to school data.
- Staff training on phishing, malware, and other threats.
- Incident-response procedures to ensure rapid action in the event of a breach.

Emerging technologies will be evaluated before adoption to ensure they meet BOS expectations for security, data integrity, and reliability.

9. Procurement and Evaluation of New Technologies

The introduction of new systems or tools – whether AI-based or otherwise – must follow the school’s established procurement procedures. BOS will consider:

- Educational value and alignment with school aims.
- Data-protection implications.
- Security, reliability, and vendor reputation.
- Cost-effectiveness and long-term support.
- Training requirements for staff and pupils.

Nothing should be implemented until it has been reviewed and authorised by the relevant senior leader.

10. Training and Support

The school will provide ongoing training so that staff and pupils:

- Understand how to use digital tools effectively.
- Appreciate the ethical and practical implications of AI.
- Remain up to date with technological developments that affect their roles.

Departments may request additional support when adopting new tools or platforms.

11. Compliance, Monitoring, and Review

BOS will monitor the use of data, AI, and emerging technologies to ensure that this policy is followed. Concerns or breaches must be reported promptly to the Principal or their delegate.

This policy will be reviewed annually, or sooner if technological or regulatory changes require it.