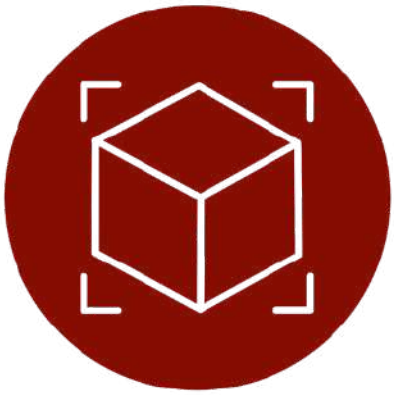
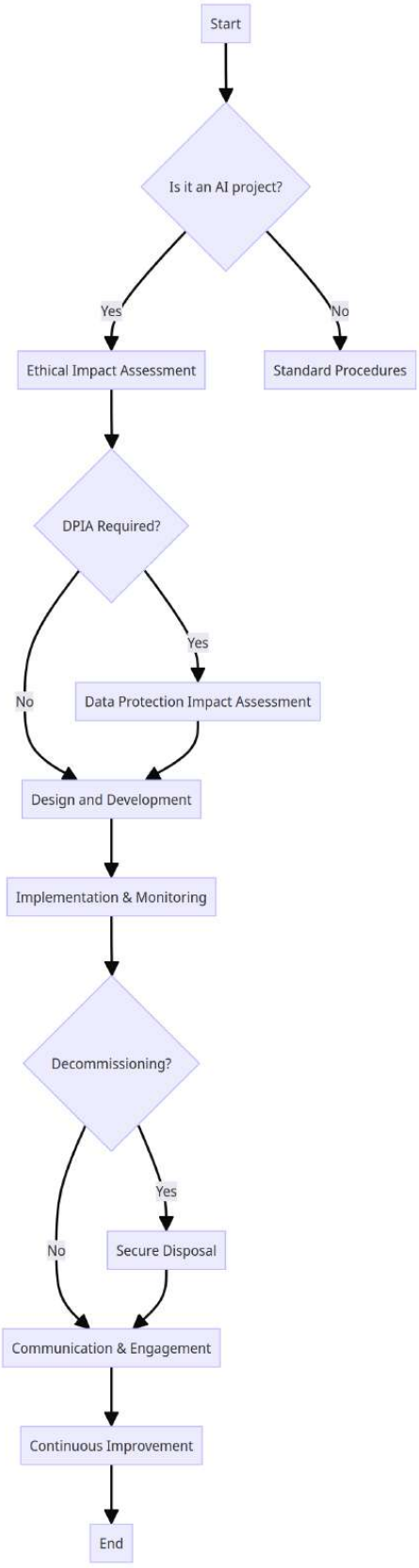


Responsible AI Implementation in Education: A Governance Framework

Version 1.0

adaptiveintelligence.tech

Responsible AI Implementation in Education: A Governance Framework



I.Introduction

A. Purpose and Scope of the Document

This document establishes the guiding principles and framework for the ethical and responsible development, implementation, and use of Artificial Intelligence (AI) systems within The School. It aims to ensure that AI technologies are utilised to enhance the educational experience, promote student well-being, and uphold the school's values of fairness, accountability, sustainability, and transparency. Additionally, this document serves as a MECE (Mutually Exclusive, Collectively Exhaustive) template for schools to adapt and use for managing AI projects.

Scope:

This policy applies to all AI systems used within the school, including but not limited to:

•**Learning Platforms:** AI-driven personalised learning tools, adaptive learning software, intelligent tutoring systems, etc.
•**Assessment and Evaluation:** AI-based grading systems, automated feedback tools, predictive analytics for student performance, etc.
•**Administrative Tools:** AI-powered systems for admissions, student support services, resource allocation, etc.
•**Other AI Applications:** Any other AI-based systems used within the school environment for educational or administrative purposes.

B. School's Vision and Values Regarding AI

The School recognises the transformative potential of AI in education and is committed to exploring its possibilities to enhance learning, empower students, and foster a culture of innovation. We believe that AI should be used to:

•**Personalise Learning:** Tailor educational experiences to individual student needs and learning styles, promoting deeper engagement and improved outcomes.
•**Support Educators:** Provide teachers with data-driven insights and tools to enhance teaching practices and optimise student support.
•**Promote Equity and Inclusion:** Ensure that AI systems are fair and unbiased, providing equal opportunities for all students to succeed, regardless of background or ability.
•**Enhance Efficiency and Effectiveness:** Streamline administrative tasks and optimise resource allocation, enabling educators to focus on student learning and well-being.

We are dedicated to upholding the following values in our

approach to AI:

- **Human-Centeredness:** Prioritising the well-being and development of our students and staff in all AI-related decisions.
- **Fairness and Equity:** Ensuring that AI systems are free from bias and promote equitable access to opportunities and resources.
- **Transparency and Explainability:** Providing clear and understandable information about how AI systems work and how they impact students and the school community.
- **Privacy and Security:** Protecting the privacy and security of student data and ensuring responsible data governance practices.
- **Accountability:** Establishing clear lines of responsibility for AI systems and mechanisms for addressing concerns and rectifying errors.
- **Sustainability:** Considering the long-term impact of AI on education and the environment.

C. Commitment to Ethical AI Principles

The School is dedicated to upholding the highest ethical standards in the development and use of AI. We are committed to:

- **Implementing the FAST Track Principles:** We will ensure that our AI systems are fair, accountable, sustainable, and transparent, aligning with the guidelines provided in the "Understanding artificial intelligence ethics and safety" document.
- **Prioritising Student Well-being:** The well-being and development of our students will be the paramount consideration in all decisions regarding the use of AI.
- **Promoting Inclusivity and Diversity:** We will actively work to mitigate biases and ensure that AI systems do not perpetuate or exacerbate existing inequalities.
- **Protecting Privacy and Data Security:** We will implement robust data governance practices to safeguard student data and ensure compliance with relevant data protection regulations.
- **Engaging Stakeholders:** We will foster open and transparent communication with students, parents, educators, and staff about the school's use of AI.
- **Continuous Learning and Improvement:** We will actively engage with the evolving field of AI ethics and continuously seek to improve our policies and practices.

II. AI Principles and Values

A. FAST Track Principles

Building upon our commitment to ethical AI, The School will adhere to the following FAST Track principles to guide the development and implementation of AI systems within the school:

1. **Fairness**
    - **Data Fairness:** We will ensure that data used is representative, relevant, and free from biases. For example, we will use diverse and representative data sets for AI model training to avoid biased outcomes.
    - **Design Fairness:** The design and architecture of AI systems will be evaluated to identify and mitigate potential biases. For example, we will use transparent and interpretable models, such as decision trees and rule-based systems, to ensure that AI algorithms are explainable and understandable.
    - **Outcome Fairness:** We will monitor the impact of AI systems on different student groups and ensure that they promote equal opportunities. For example, we will use multiple data points, including formative assessments, self-assessments, and feedback from educators and students, to inform AI algorithms and ensure that they do not reinforce stereotypes or limit student opportunities.
    - **Implementation Fairness:** Training and support will be provided to ensure that educators and staff utilise AI systems responsibly and without bias. For example, we will provide training to educators, staff, and students on how to use AI systems

ethically and responsibly, including bias mitigation strategies, data privacy and security, and explainability and interpretability.

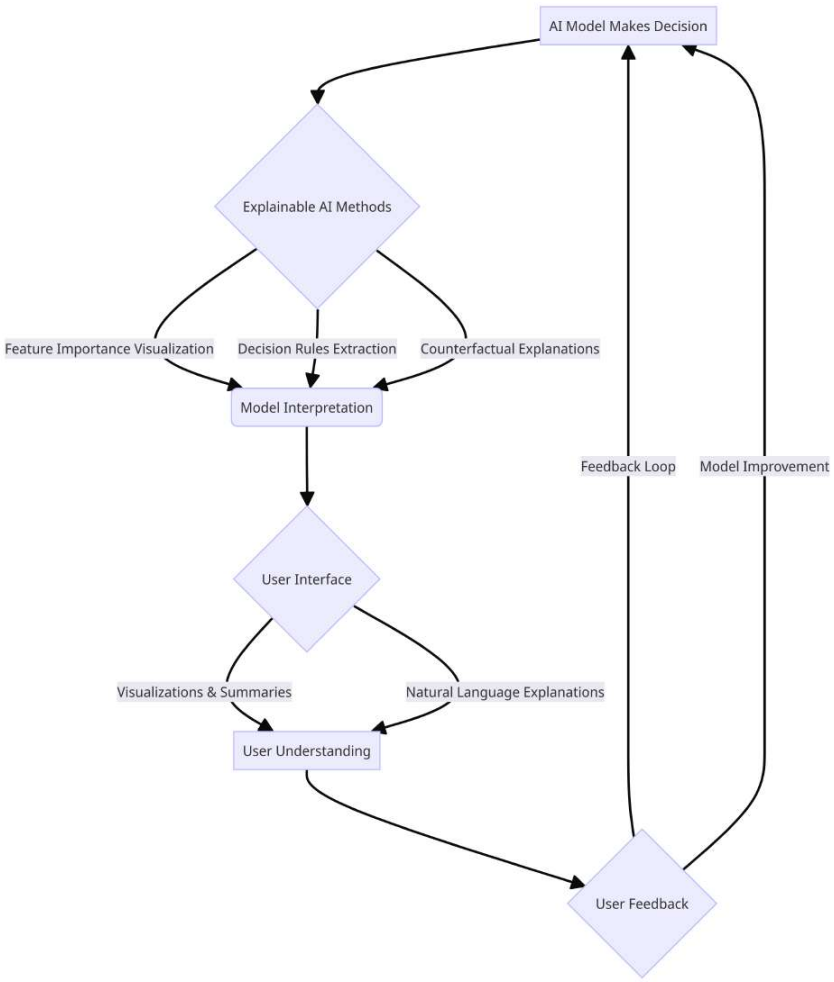
2. Accountability

- **Answerability:** Clear lines of responsibility will be established for all AI systems. For example, we will establish an AI Ethics Committee to review AI project proposals and provide recommendations on ethical implications and risk mitigation strategies.
- **Auditability:** AI systems and their decision-making processes will be subject to regular audits and reviews. For example, we will conduct Data Protection Impact Assessments (DPIAs) for AI projects involving personal data to assess and mitigate privacy risks associated with the project.

3. Sustainability

- **Long-Term Impact on Education:** We will carefully consider the long-term impact of AI on teaching and learning, student well-being, and the broader educational landscape. For example, we will conduct periodic reviews and evaluations of AI systems to ensure that they align with the school's mission, vision, and values and promote student well-being.
- **Environmental Impact:** We will strive to minimise the environmental footprint of our AI systems, considering energy consumption and resource usage. For example, we will prioritise the use of energy-efficient AI algorithms and infrastructure and consider the environmental impact of our AI systems in the procurement process.

4. Transparency



- **Process Transparency:** The processes involved in developing, implementing, and using AI systems will be clearly documented and accessible to relevant stakeholders. For example, we will maintain a public-facing register of all AI systems used within the school, outlining their purpose, intended impact, and ethical considerations.
- **Outcome Transparency:** The decisions and outputs of AI systems will be explainable to students, parents, and educators, promoting understanding and trust. For example, we will provide clear explanations of how AI algorithms make decisions and how they impact student outcomes, and offer opportunities for feedback and review.

B. Alignment with Relevant Regulations

Our school will ensure that its AI policies and practices comply with all relevant data protection regulations, including but not limited to the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA 2018). For example, we will implement robust data governance practices to

safeguard student data privacy and ensure compliance with data protection regulations.

III. AI Governance Framework

To ensure the ethical and responsible implementation of AI, our school will establish a robust governance framework with clear roles, responsibilities, and processes.

A. Roles and Responsibilities

Our school's AI governance framework will define the following roles and responsibilities:

1. **Governing Body/Leadership Team**
    - Provides overall strategic direction and oversight for AI initiatives within the school.
    - Approves major AI projects and ensures alignment with the school's mission, values, and ethical principles. For example, The Governing Body/Leadership Team will ensure that AI initiatives align with the school's strategic goals and promote student well-being, equity, and inclusivity.
    - Allocates resources and budgets for AI development and implementation.
2. **AI Ethics Committee (if applicable)**
    - Composed of diverse stakeholders including educators, administrators, parents, and external experts (optional, depending on the school's size and needs).
    - Advises the governing body and leadership team on ethical considerations related to AI.
    - Reviews AI project proposals and provides recommendations on ethical implications and risk mitigation strategies. For example, The AI Ethics Committee will review AI project proposals to ensure that they align with the school's ethical principles and values and promote student well-being.
    - Develops and promotes awareness of AI ethics within the school community.
3. **Data Protection Officer**
    - Ensures compliance with relevant data protection regulations (GDPR, DPA 2018).
    - Oversees data governance practices and safeguards student data privacy and security. For example, The Data Protection Officer will ensure that AI systems are compliant with data protection regulations and that student data privacy and security are safeguarded.
    - Conducts Data Protection Impact Assessments (DPIAs) for AI projects involving personal data.
4. **Educators and Staff**
    - Utilise AI systems responsibly and ethically, adhering to school policies and guidelines.
    - Provide feedback on the effectiveness and impact of AI systems.
    - Participate in training programs on AI ethics and best practices. For example, Educators and staff will participate in regular training programs on AI ethics and best practices to ensure that they are equipped to use AI systems responsibly and ethically.
5. **Students and Parents**
    - Engage in open communication with the school regarding AI implementation.
    - Raise concerns about potential ethical issues or unintended consequences.
    - Have the right to access and understand how their data is used in AI systems. For example, Students and parents will be informed about the school's AI policies and practices and have the right to access and understand how their data is used in AI systems.

B. AI Project Lifecycle Management

Our school will adopt a structured approach to manage the entire lifecycle of AI projects, from initial proposal to decommissioning, ensuring responsible and ethical implementation at each stage.

1. **Project Proposal and Evaluation**

    - All AI projects must undergo a thorough evaluation process before approval and implementation.
    - **Ethical Impact Assessment:** A comprehensive assessment will be conducted to identify potential ethical implications and risks. For example, an ethical impact assessment will be conducted for an AI-based assessment tool to ensure that it does not perpetuate biases or stereotypes and promotes diversity and inclusivity.
    - **Data Protection Impact Assessment (DPIA):** For projects involving personal data, a DPIA will be conducted to assess and mitigate privacy risks. For example, A DPIA will be conducted for an AI-driven personalised learning tool to ensure that student data privacy and security are safeguarded and that the tool promotes student well-being and equity.

2. **Design and Development**

    - **Data Acquisition and Management:** Data used for AI systems will be acquired and managed responsibly, ensuring accuracy, relevance, representativeness, and compliance with data protection regulations. For example, data for AI-based assessment tools will be acquired from multiple sources, including formative assessments, self-assessments, and feedback from educators and students, to ensure accuracy, relevance, and representativeness.
    - **Model Selection and Training:** The selection and training of AI models will prioritise interpretability and transparency, allowing for understanding of how decisions are made. Bias mitigation strategies will be incorporated into the development process. For example, Interpretable and transparent models, such as decision trees and rule-based systems, will be used for AI-based assessment tools to ensure that AI algorithms are explainable and understandable, and that bias mitigation strategies are incorporated into the development process.
    - **Bias Mitigation Strategies:** Proactive measures will be taken to identify and mitigate potential biases in data, algorithms, and model outputs. For example, bias mitigation strategies will be incorporated into the development process for AI-based assessment tools, such as using diverse and representative data sets, testing for biases, and adjusting algorithms accordingly.
    - **Explainability and Interpretability:** AI systems will be designed to provide clear and understandable explanations of their decisions to users and affected individuals. For example, AI-based assessment tools will provide clear explanations of how AI algorithms make decisions and how they impact student outcomes, and offer opportunities for feedback and review.

3. **Implementation and Monitoring**

    - **User Training and Support:** Comprehensive training and ongoing support will be provided to educators and staff on the responsible and ethical use of AI systems. For example, Training programs on AI ethics and best practices will be provided to educators and staff, and ongoing support will be available to ensure that AI systems are used responsibly and ethically.
    - **Ongoing Performance Evaluation:** The performance and impact of AI systems will be continuously monitored and evaluated to ensure effectiveness, fairness, and alignment with intended goals. For example, AI-based assessment tools will be regularly evaluated to ensure that they are effective, fair, and aligned with the school's ethical principles and values.
    - **Feedback Mechanisms:** Mechanisms will be established for students, parents, and educators to provide feedback on their experiences with AI systems. For example, Feedback mechanisms will be established for AI-based assessment tools, including

surveys, focus groups, and interviews, to ensure that students, parents, and educators have the opportunity to provide feedback on their experiences with the tool.
    - **Audit and Review Processes:** AI systems will be subject to regular audits and reviews to ensure ongoing compliance with ethical principles and data protection regulations. For example, AI-based assessment tools will be subject to regular audits and reviews to ensure that they are compliant with data protection regulations and that student data privacy and security are safeguarded.

4. **Decommissioning and Data Disposal**

    - Clear procedures will be established for decommissioning AI systems and ensuring the secure and responsible disposal of associated data in compliance with data protection regulations. For example, AI-based assessment tools will have clear procedures for decommissioning and secure and responsible disposal of associated data, ensuring that student data privacy and security are safeguarded.

IV. Specific Use Cases and Considerations

This section explores specific use cases of AI within the school and outlines the unique ethical considerations associated with each application.

A. AI-Driven Personalised Learning

- **Example:** AI-driven personalised learning tools can help educators tailor educational experiences to individual student needs and learning styles, promoting deeper engagement and improved outcomes. However, it is essential to ensure that these tools do not perpetuate biases or stereotypes or limit student opportunities.

B. AI-Based Assessment and Evaluation

- **Example:** AI-based assessment and evaluation tools can help educators provide data-driven insights and tools to enhance teaching practices and optimise student support. However, it is essential to ensure that these tools do not perpetuate biases or stereotypes or limit student opportunities and that they promote diversity and inclusivity.

C. AI-Powered Administrative Tools

- **Example:** AI-powered administrative tools can help schools streamline administrative tasks and optimise resource allocation, enabling educators to focus on student learning and well-being. However, it is essential to ensure that these tools do not perpetuate biases or stereotypes and that they protect the privacy and security of student data.

D. Other Relevant Applications

- **Example:** Other relevant applications of AI in education include language translation tools, virtual learning environments, and intelligent tutoring systems. It is essential to ensure that these applications are designed and implemented ethically and responsibly, promoting student well-being, equity, and inclusivity.

V. Communication and Engagement

Open communication and stakeholder engagement are crucial for building trust and understanding around the school's use of AI.

A. Transparency and Communication with Stakeholders

The school will proactively communicate its AI policies and practices to students, parents, educators, and staff through various channels, including:

- **School website:** Publishing the AI governance document and providing information about specific AI systems used within the school.
- **Parent and student handbooks:** Including information about AI and its use in the educational context.
- **Meetings and workshops:** Organising regular meetings and workshops to discuss AI implementation and address any concerns raised by stakeholders.
- **Open forums and feedback mechanisms:** Providing opportunities for students, parents, and educators to provide feedback on their experiences with AI systems.

B. Educational Initiatives on AI Ethics and Safety

The school will integrate AI ethics and safety into the curriculum and extracurricular activities to raise awareness and promote responsible use of AI among students. This may include:

- **Workshops and seminars:** Organising workshops and seminars on topics such as AI bias, data privacy, and the societal impact of AI.
- **Project-based learning:** Engaging students in projects that explore the ethical dimensions of AI development and use.
- **Guest speakers:** Inviting experts in AI ethics and related fields to speak with students and staff.

VI. Continuous Improvement

Our school recognises that the field of AI is constantly evolving, and we are committed to continuous learning and improvement in our AI governance practices.

A. Periodic Review and Updates to the Governance Document

This AI governance document will be reviewed and updated periodically to reflect:

- Changes in relevant laws and regulations.
- Advancements in AI technology and best practices.
- Feedback from stakeholders.
- Lessons learned from the implementation of AI systems.

B. Ongoing Monitoring of AI Landscape and Best Practices

The school will stay informed about the latest developments in AI ethics, safety, and governance by:

- Engaging with relevant research and industry organisations.
- Participating in conferences and workshops.
- Collaborating with other educational institutions.
- Monitoring emerging trends and best practices.

VII. Resources and References

This section provides a list of resources and references that offer further information and guidance on AI ethics, safety, and governance.

- The Alan Turing Institute: **https://www.turing.ac.uk/**
- Understanding artificial intelligence ethics and safety: A guide for the responsible design and implementation of AI systems in the public sector: **https://www.turing.ac.uk/research/research-publications/understanding-artificial-intelligence-ethics-and-safety**
- Data Ethics Framework: **https://www.gov.uk/government/publications/data-ethics-framework**
- Information Commissioner's Office (ICO): **https://ico.org.uk/**
- AI Now Institute: **https://ainowinstitute.org/**
- Partnership on AI: **https://www.partnershiponai.org/**
- IEEE Global Initiative on Ethics of Autonomous and Intelligent Systems: **https://standards.ieee.org/content/ieee-standards/en/industry-connections/ec/autonomous-systems.html**

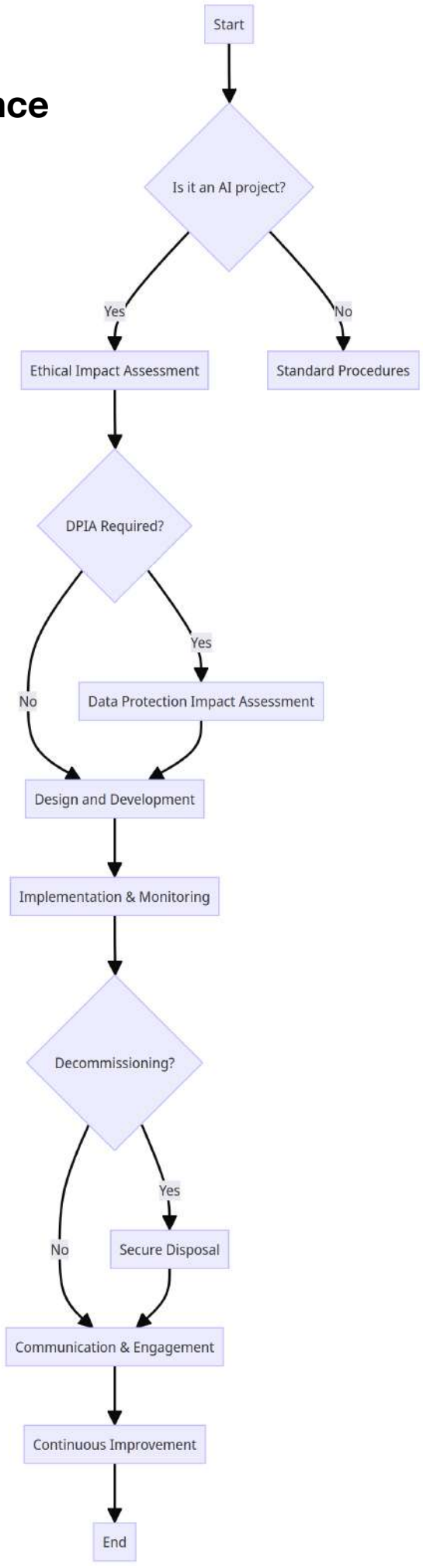
VIII. Glossary of Terms

This glossary defines key terms used throughout the AI governance document to ensure clarity and understanding for all stakeholders.

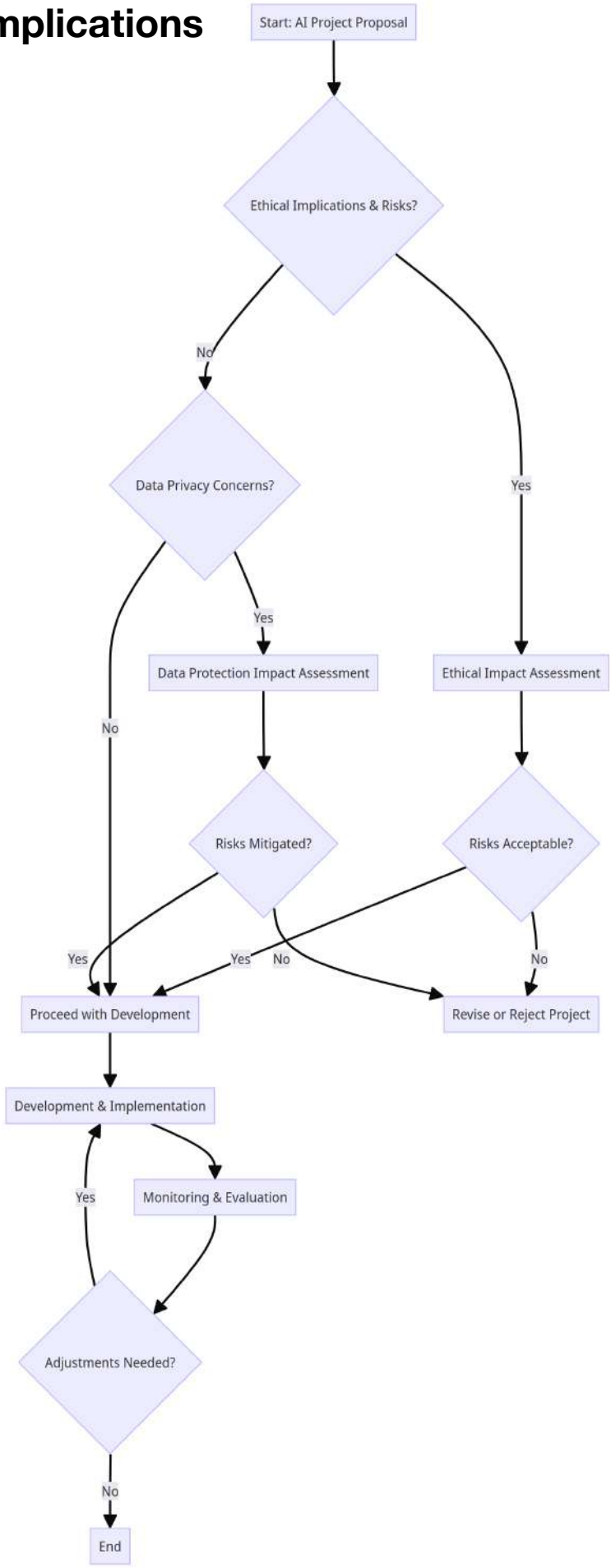
- **AI (Artificial Intelligence):** The ability of a computer or machine to perform tasks that typically require human intelligence, such as learning, problem-solving, and decision-making.
- **Algorithm:** A set of instructions that a computer follows to perform a specific task.
- **Bias:** A prejudice or unfair preference that can influence decision-making processes and lead to discriminatory outcomes.
- **Black Box Model:** An AI system whose internal workings and decision-making process are opaque and difficult to interpret.
- **Data Fairness:** Ensuring that data used for AI systems is representative, relevant, accurate, and free from biases.
- **Data Protection Impact Assessment (DPIA):** A process for assessing and mitigating the privacy risks associated with processing personal data.
- **Ethical AI:** The development and use of AI in a manner that is consistent with ethical principles and values, such as fairness, accountability, and transparency.
- **Explainable AI (XAI):** AI systems that are able to provide clear and understandable explanations of their decisions and actions.
- **FAST Track Principles:** Fairness, Accountability, Sustainability, and Transparency – key principles for responsible AI development and implementation.
- **GDPR (General Data Protection Regulation):** A European Union regulation that protects the personal data of individuals.
- **Machine Learning:** A type of AI that allows computers to learn and improve from data without explicit programming.
- **Model:** A representation of a system or process that is used to make predictions or decisions.
- **Personal Data:** Any information relating to an identified or identifiable individual.
- **Transparency:** The quality of being open and understandable, allowing stakeholders to access information about AI systems and their impact.

CONTACT Adaptive Intelligence at hello@adaptiveintelligence.tech for help, support, training and model development and integration.

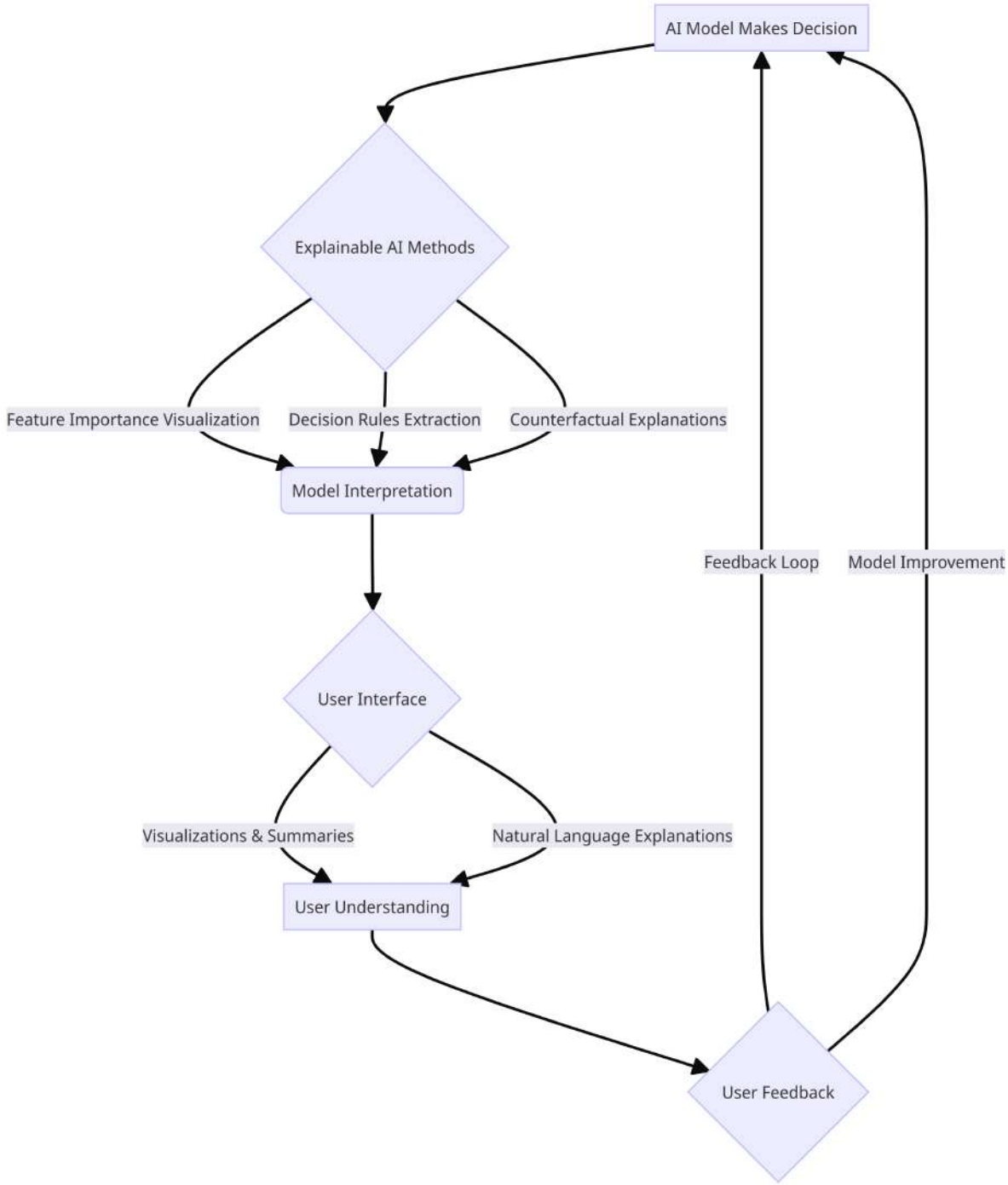
School AI Governance overview chart



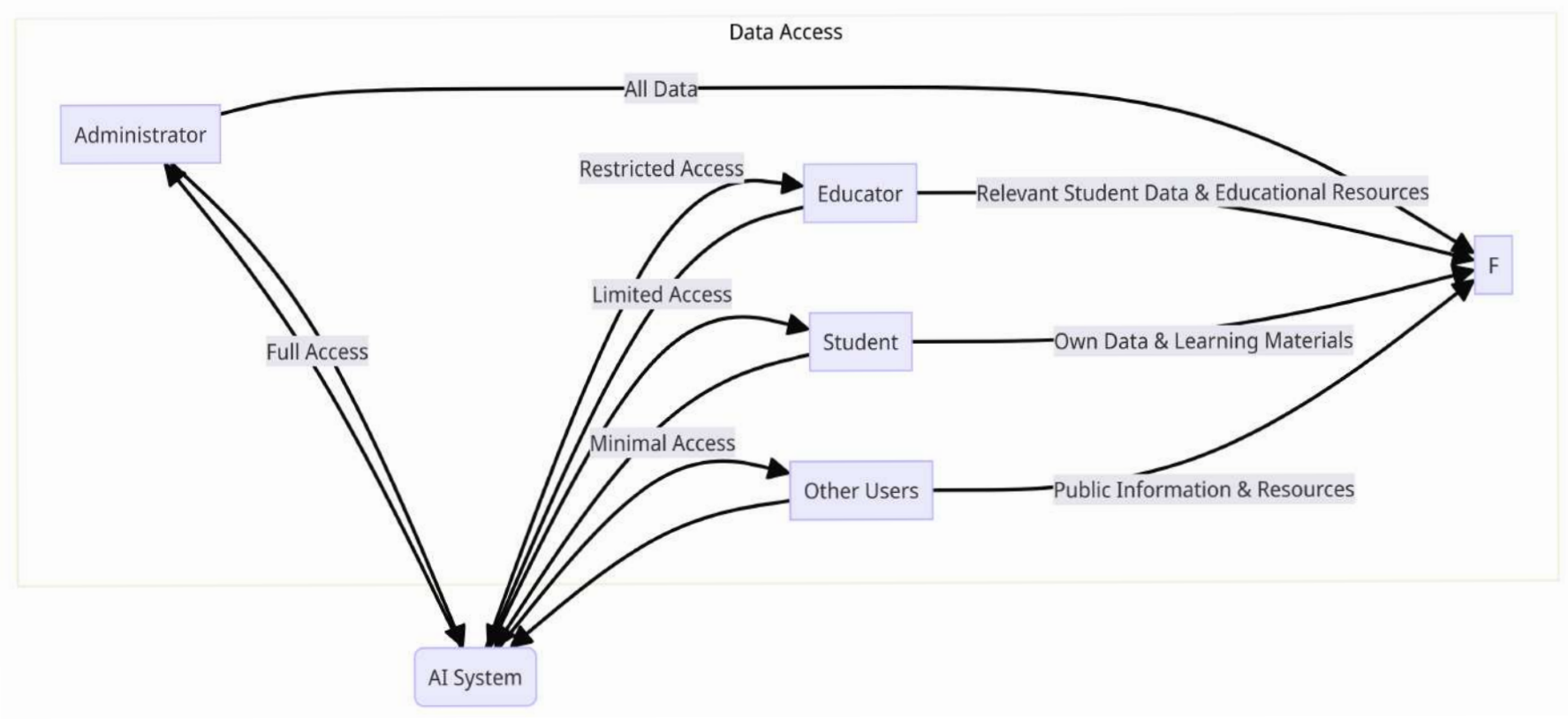
Ethical implications & Risks



Explainability & Transparency

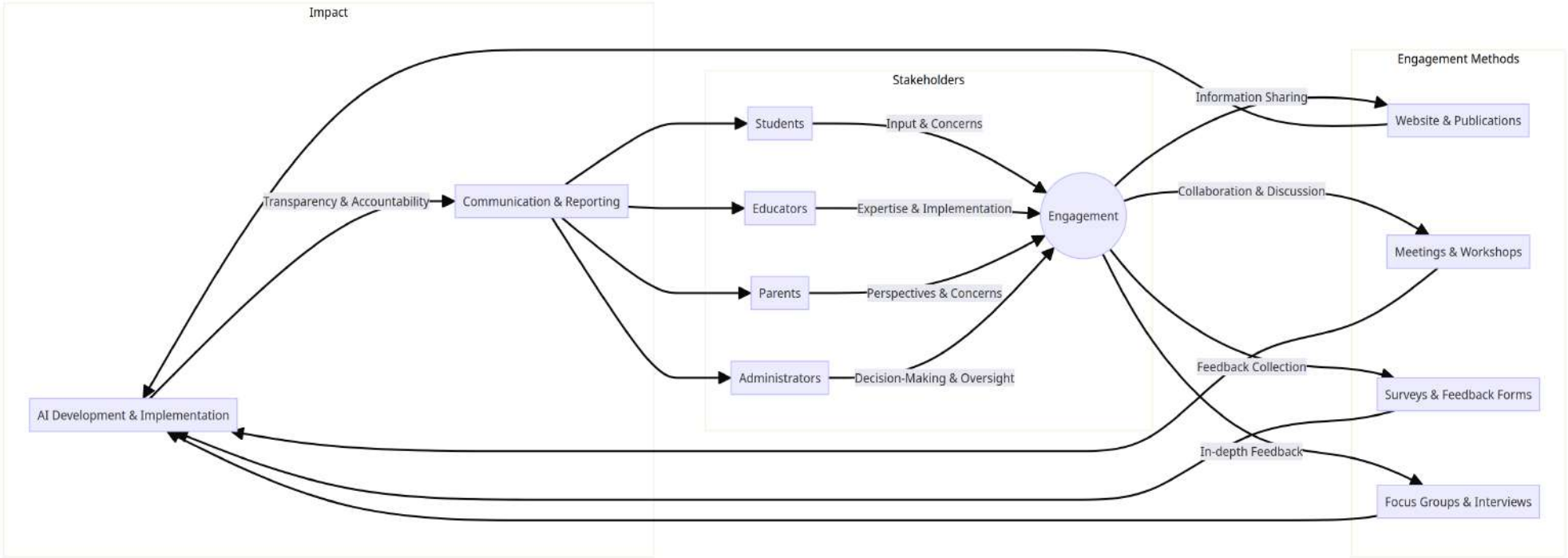


Data Access



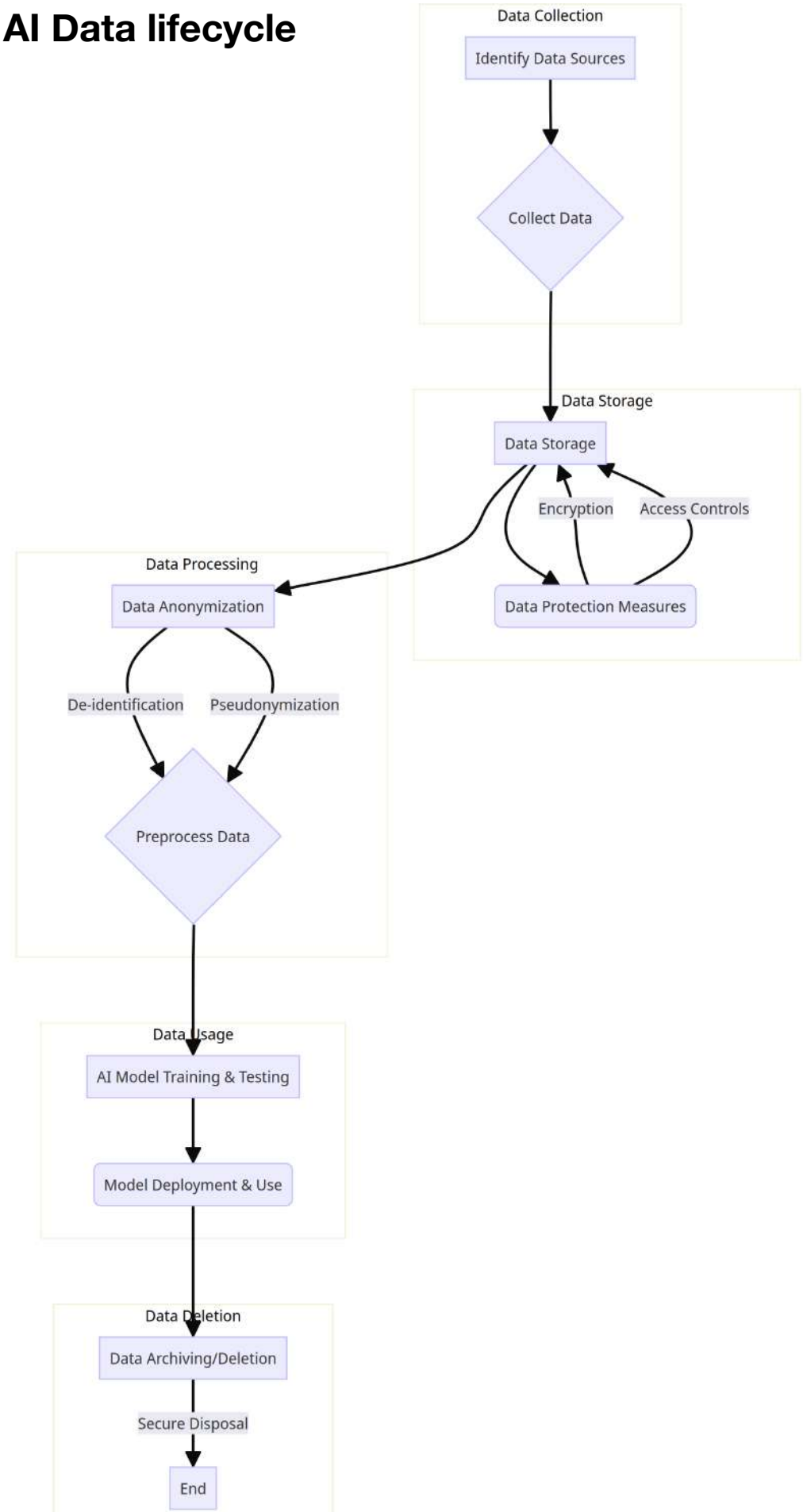
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Stakeholder Engagement

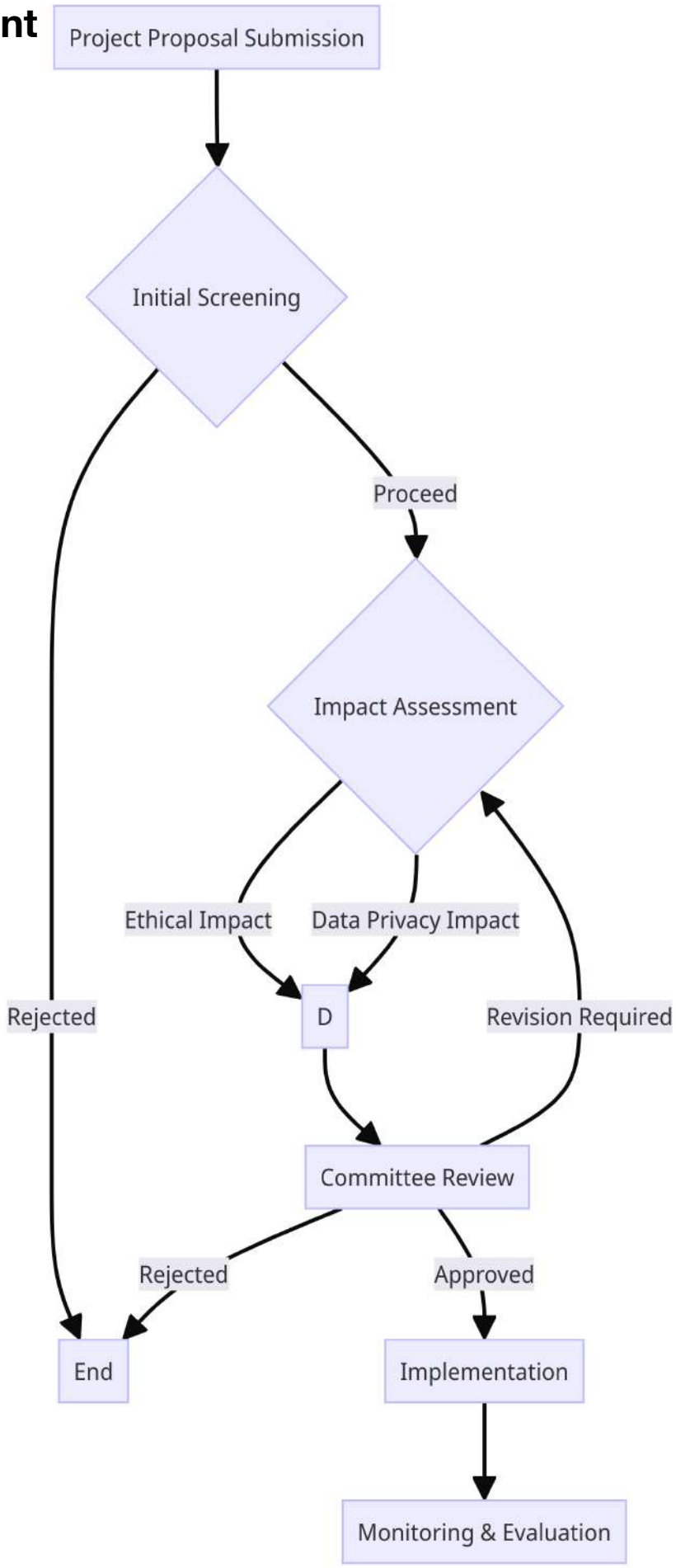


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School AI Data lifecycle



School AI Incident Response



School AI Incident Response

