Friends of Indian Queens School (FOS)

Use of Artificial Intelligence (AI) Policy

Purpose

This policy explains how Friends of Indian Queens School (FoS) can responsibly use Artificial Intelligence (AI) tools, such as ChatGPT and Copilot, to support our activities while protecting our members, pupils and school community.

AI can help us work more efficiently, but we acknowledge it must be used carefully and appropriately.

Simple guiding principle

If you wouldn't share it publicly or pass it to a stranger, don't put it into an AI tool

What AI may be used for

We may use AI tools to support everyday tasks, such as:

- Drafting newsletters, emails and meeting minutes
- Creating event ideas, flyers and posters
- Writing grant applications or funding requests
- Generating social media content
- Brainstorming fundraising ideas
- Summarising documents or policies
- Helping plan events and activities

AI will be used to support us, not as a replacement for human judgement.

What AI must not be used for

AI must not be used for:

- Sharing or processing personal data (e.g. names of children, parents, contact details, medical needs)
- Creating content that could misrepresent FOS or Indian Queens School
- Making decisions that affect individuals (e.g. awarding funds, resolving complaints)
- Publishing AI-generated content without review
- Producing content that is inappropriate, inaccurate or offensive

Protecting personal information

FOS members must never enter sensitive or personal information into AI tools, including:

- Children's names, photos or personal details
- Parent or staff contact details
- Financial information linked to individuals
- Safeguarding or behavioural information

If in doubt, do not input it into AI.

Accuracy and review

AI can make mistakes. All content created with AI must:

- Be checked for accuracy and tone before sharing
- Be reviewed by a FOS committee member
- Be edited to reflect FOS voice and values

FOS remains fully responsible for anything it publishes.

Transparency

Where AI has been used significantly (e.g. generating a full newsletter or funding bid), it is good practice to:

- Be open within the committee about its use
- Ensure final content reflects real FOS decisions and viewpoints

There is no requirement to publicly label all AI use, but honesty within FOS is important.

Copyright and content use

When using AI-generated content:

- Do not copy images, text or designs that may be copyrighted without permission
- Ensure anything shared publicly is appropriate and lawful
- Avoid using AI to replicate existing branded materials without approval

Social media and communications

AI can help draft posts, but:

- Posts must be reviewed before publishing
- Content should remain friendly, inclusive and appropriate for a school community
- Avoid automated posting without human oversight

Responsibility and accountability

- FOS committee is responsible for ensuring this policy is followed
- Individual members using AI are responsible for how they use it
- Concerns about misuse should be raised with the Chair or committee

Review of this policy

This policy will be reviewed annually by the Friends of Indian Queens School (FOS) committee prior to the AGM, as AI tools and risks continue to evolve.

Date adopted: 5th October 2026