

Dear parents and carers,

As emerging technologies like artificial intelligence (AI) become more prevalent, Woking College is proactively developing strategies to guide the safe, effective, and ethical use of these tools for student learning following principles outlined below:

1. **Support Education Goals for All:** AI will be thoughtfully used to enhance outcomes for every student.
2. **Privacy & Security:** AI use will align with GDPR regulations, protecting student data.
3. **AI Literacy:** Students and teachers will build skills to critically evaluate the accuracy of and potential bias within AI and utilise AI technologies ethically.
4. **Academic Integrity:** Students are expected to produce original work and properly credit all sources, including AI tools.
5. **Continuous Evaluation:** We will routinely audit AI use, updating policies and training as needed.

We remind parents and carers that AI tools may have age restrictions. For example, ChatGPT currently requires users to be at least 13 years old and requires parental or legal guardian consent for students between the ages of 13 and 18. We will assume consent from parents for their young person to use ChatGPT, unless you would like to contact us to opt out.

Our goal is to create a learning environment where AI technologies enhance learning and to prepare students for the future.

If you have any concerns or queries regarding the use of AI, please do not hesitate to get in touch.

Yours faithfully



Laura Cook
Assistant Principal