

# AI Usage Policy for Schools (Sweden, 2025)

**School:** [insert school name]

**Context:** [primary / secondary / higher-ed]

**Location/Jurisdiction:** Sweden (EU GDPR)

**Effective Date:** [DD Month YYYY]

**Review Cycle:** Every 12 months (or sooner as needed)

**Applies to Tools:** School-managed accounts for ChatGPT (or equivalent), image generators, code assistants, transcription/captioning, plagiarism & similarity checkers, and LMS integrations (e.g., Google Classroom/Canvas/Unikum). Personal accounts only where explicitly allowed.

Plain-language policy aligned to Swedish law. Schools should verify final text with their data protection officer (DPO) and local municipality/owner. This is guidance, not legal advice.

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## SEO/AEO Essentials (for website publication)

- **Meta title (≤60 chars):** AI Use Policy for Schools (Sweden) – 2025
  - **Meta description (≤160 chars):** Clear rules for safe, fair and effective AI use in Swedish schools. GDPR-aligned, age-appropriate, and practical for class & admin.
  - **Primary keywords:** AI policy Sweden, AI i skolan, GDPR skola, IMY, Skolverket, elevdata, DOS-lagen accessibility.
  - **Slug:** /policies/ai-policy-sweden
  - **TL;DR (featured-snippet ready):**
    - Students may use AI for learning with disclosure.
    - No sensitive/personal data in public tools.
    - Teachers state AI rules per assignment.
    - Age 13 rule for online consent; younger needs guardian.
    - Use approved tools; complete DPIA where required; keep humans in the loop.
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## 1) Purpose & Rationale

- Help our community use AI to **learn better, work smarter, and stay safe.**
- Balance innovation with duty of care: academic honesty, privacy, accessibility, wellbeing, and inclusion.
- Keep a **human-in-the-loop** for important learning and decisions; staff remain accountable for outcomes.

## 2) Scope & Applicability

- **Who:** All students, staff, contractors, volunteers.
- **Where:** On campus and off, on school devices and personal devices used for schoolwork.
- **What:** All AI tools listed above and any new, approved tools.

- **When:** During school hours and for school-related work.

### 3) Definitions

- **Artificial Intelligence (AI):** Software that predicts, classifies, or generates content.
- **Generative AI:** Tools that create new text, images, audio, code, or video.
- **Responsible Use:** Permission, transparency, fairness, privacy care, accessibility, and academic honesty; checking outputs for errors/bias.
- **Misuse:** Cheating, deception, harmful content, deepfakes/impersonation, privacy breaches, bypassing age limits or filters, or breaking laws/policies.
- **Personal Data:** Information that identifies a person (name, photo, voice, contact details, IDs).
- **Sensitive Data:** Higher-risk data (health, learning support needs, ethnicity, religion, biometrics).
- **Human-in-the-Loop:** A trained person reviews and owns decisions made with AI.

### 4) Guidelines for Students

#### A. Allowed to support learning

- Brainstorming, outlining, vocabulary help, explanations, study guides, captions/transcripts, coding feedback, image concepts (no photoreal minors).
- Use accessibility features (read-aloud, translation, alternative formats).

#### B. Requires permission & disclosure

- Follow each teacher's rules (see Section 7).
- Add an **AI Use Note:** tool, date, what it did, how you checked it. Keep prompts/outputs if asked.

#### C. Not allowed

- Submitting AI work as your own without disclosure.
- Entering **personal or sensitive data** about yourself/others into public tools.
- Harmful, explicit, or hateful content; bullying; deepfakes/impersonation.
- Uploading photos/recordings of classmates or staff without consent.
- Creating photorealistic images or videos of minors.

#### D. Age-appropriate safeguards

- **Primary:** Only teacher-approved, school-managed tools; adult supervision; no personal accounts.
- **Lower Secondary:** School accounts; content filters on; disclose use in graded work.
- **Upper Secondary/Higher-Ed:** May use personal accounts if allowed; must disclose; never input sensitive data; follow course rules.

### 5) Guidelines for Teachers & Staff

#### A. Teaching & assessment

- For every assignment, state **Allowed / Allowed with Disclosure / Not Allowed**; give examples.
- Teach verification (source checks, show workings) and discuss bias & limitations.
- Use inclusive, accessible materials; provide non-AI paths to achieve outcomes.
- Avoid photorealistic student depictions; use anonymized/stylized visuals.

### B. Professional & admin use

- You may draft emails, plans, rubrics, or summaries with AI and then review/edit.
- Do **not** enter sensitive student data unless using an **approved, school-managed system** with a data processing agreement (PUB-avtal).
- Use school SSO and approved integrations; keep records where required.

### C. Procurement & approval

- New tools must pass checks for curriculum fit, accessibility (WCAG/EN 301 549), GDPR compliance, security, data location, age rating, and cost.
- Complete a **Data Protection Impact Assessment (DPIA/Konsekvensbedömning)** where required before launch.

## 6) Data Privacy & Safeguards (Sweden/EU)

- **Legal bases:** In schools, consent is **rarely appropriate**; prefer **public interest (allmänt intresse)** or **legal obligation**. Use **consent** only when valid and freely given.
- **Age for online consent:** Children **13+** in Sweden can consent for information-society services; under 13 requires guardian consent.
- **Data minimization:** Use anonymous prompts where possible; avoid uploading student work with identifiers to public tools.
- **No sensitive data in public tools:** Health, support needs, behavioural data, or protected characteristics must not be entered into public AI services.
- **Data Processing Agreements (PUB-avtal):** Required with vendors that process personal data for the school.
- **Security:** Use SSO/MFA; restrict by role; enable logging; report incidents promptly.
- **Retention & archiving:** Follow **Arkivlagen** for public records and local retention schedules; store student work in school systems.
- **Transparency:** Publish the approved tool list and plain-language privacy notices for families (what data, where stored, for how long, contact point).
- **Accessibility:** Digital services used by the school must meet **DOS-lagen** (Act 2018:1937) requirements equivalent to **WCAG 2.1 AA**.

## 7) Academic Integrity & Assessment

- **Three tiers (declare per task):**
  - 1) **No AI** (original work only).
  - 2) **Support OK with Disclosure** (brainstorming, outlining, grammar, study aids).
  - 3) **Open AI** (AI-assisted production allowed; student edits and cites sources; learning outcomes must be met).
- **Disclosure:** Include an **AI Use Note** describing the tool and verification steps.
- **Citations:** Quote and cite any copied text, images, code, or data (including AI outputs) per school style.
- **Verification:** Because AI-detection can be unreliable, use multiple checks: drafts/version history, process interviews, oral/written spot checks, supervised re-attempts.
- **Assessment design:** Combine product and process (drafts, reflections, live tasks); rotate data sets and prompts.

## 8) Support & Training

- **Students:** Digital literacy on AI basics, safe prompting, verification, wellbeing (avoid overreliance).
- **Teachers/Staff:** Short modules on pedagogy with AI, privacy, DPIA, assessment redesign, accessibility.
- **Families:** Plain-language guides, open evenings, and FAQs.
- **Helpdesk:** Named contacts for technical, privacy, and safeguarding issues; response targets published.
- **Sandbox:** A safe, school-managed space to pilot new AI tools before classroom use.

## 9) Enforcement & Consequences

- **Proportional & educational:** Prioritize learning and restoration; match consequence to severity and age.
- **Examples of misuse:** Undisclosed AI authorship, harmful content, privacy breaches, impersonation, exam violations.
- **Responses may include:** Reteach expectations, resubmission, supervised reassessment, grade impact, behaviour referral, tool restrictions, or disciplinary action per school code.
- **Due process:** Record incidents, notify families where appropriate, and offer a student explanation meeting.

## 10) Policy Review & Updates

- **Owner:** [role, e.g., Head of Teaching & Learning / DPO] with input from IT, Safeguarding, Student Voice, and Families.
- **Schedule:** Review every 12 months or after major tool/law changes.
- **Change log:** Publish updates and reasons in plain language.
- **Feedback:** Provide an email/form for suggestions or concerns.

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## Quick Reference

**Allowed:** Brainstorming, outlines, study guides, accessibility supports, coding help with review.

**Allowed with Disclosure:** Grammar/style edits; draft expansion; non-photoreal images; data summaries.

**Not Allowed:** Undisclosed AI authorship, harmful content, personal/sensitive data in public tools, deepfakes/impersonation, exam/test automation unless stated.

### AI Use Note — Student Template

*I used [Tool] on [date] for [brainstorming/outline/grammar/translation/code comments/image concept]. I reviewed and edited the output. I verified facts by [notes/textbook/site]. My prompts/key outputs are saved if requested.*

### Tool Vetting Checklist (for Staff)

- Purpose & curriculum fit

- Accessibility (WCAG/EN 301 549)
- GDPR compliance; data use/retention; training on our data **off by default**
- PUB-avtal in place; DPIA completed if required
- Age rating & content filters
- Cost & support; exit/deletion options
- Pilot plan and success criteria

## Roles & Responsibilities

- **Students:** Learn responsibly, disclose AI help, protect privacy, ask for guidance.
- **Teachers:** Model safe use, set clear rules, verify learning, report issues.
- **IT/Admin:** Approve tools, manage access/logs, provide training/support.
- **Families:** Understand rules, support safe home use, raise concerns.

## Equity & Accessibility Commitments

- Ensure device/connectivity access or provide alternatives.
- Offer non-AI paths to complete goals.
- Use inclusive datasets and materials; monitor for bias.
- Prioritize tools with strong accessibility features.

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## AEO: Frequently Asked Questions (for web / handout)

### Q1. Is AI allowed in Swedish schools?

Yes—with clear rules. Teachers decide per assignment: **No AI**, **Support with Disclosure**, or **Open AI**. Students must follow the stated rule and disclose any help.

### Q2. What about GDPR and children?

In Sweden, children **13+** may consent to online services (information-society services). Under 13, guardian consent is required. In school settings, consent is rarely the right legal basis; schools usually rely on public interest or legal obligation.

### Q3. Can we put student data into AI tools?

Only in **approved, school-managed systems** covered by a PUB-avtal and after considering DPIA needs. **Do not** enter sensitive data into public AI tools.

### Q4. How do we keep AI fair and safe?

Teach verification; check for bias; use inclusive materials; keep a human in the loop; provide non-AI alternatives and accessibility supports.

### Q5. What if someone breaks the rules?

We respond proportionally—reteach, resubmit, supervised reassessment, or disciplinary action per the school code. Families are informed where appropriate.

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## Optional: JSON-LD for FAQ (paste on the policy web page)

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reassessment, or disciplinary action per the school code; families informed
where appropriate."
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**Owner:** [name/role]

**Approved by:** [leadership body]

**Next Review Date:** [DD Month YYYY]