

# Welcome to 9ine's AI Governance Academy

Artificial Intelligence is already changing how schools teach, work and make decisions. Alongside the opportunities AI presents, schools are having to consider new and rapidly developing questions around appropriate use, safeguarding, privacy, security, fairness, transparency and the impact AI may have across their wider school community.

For many schools, the challenge is no longer recognising that AI needs to be governed. The challenge is knowing where to start, who needs to be involved and how to turn emerging guidance and good practice into practical governance that works within the school.

We created the **9ine AI Governance Academy** to help schools address this challenge.

The Academy is a guided implementation programme designed to help schools establish and develop a practical approach to AI governance across the academic year. Rather than providing a series of standalone training sessions, the programme takes participating schools through a structured governance journey, with each stage building on the last and supporting the school to progressively put appropriate structures, processes and documentation in place.

Central to the Academy is **9ine's Diamond Formation**, our cross-functional governance model for bringing together the key people responsible for the opportunities, risks and governance of AI across a school. Rather than expecting one individual to understand and implement every aspect of AI governance, the Academy enables schools to bring the right people together throughout the programme.

Across the Academy, 9ine's AI specialists will guide participating schools from understanding their current AI governance position through to developing the strategy, policies, processes and longer-term planning needed to support the responsible use of AI.

Live sessions combine expert-led guidance, practical activities and peer discussion with implementation undertaken by the school between sessions. The programme is supported by 9ine's technology, practical resources and specialist consultancy, providing schools with the wider environment needed to progress their work throughout the Academy.

By the end of the programme, schools will have worked towards the core structures, processes, documentation and implementation plan needed to establish a practical and sustainable approach to AI governance aligned with their mission, priorities and approach to risk.

This session helps your team develop a shared understanding of AI risk and opportunity across the school, considering the different perspectives represented within the Diamond Formation.

**Your school will work towards:**

- identifying relevant AI opportunities across different areas of the school;
- developing a school-specific view of AI-related risks;
- considering risks and opportunities through each area of the Diamond Formation; and
- identifying priorities, ownership and areas requiring further action.

## **2. Developing AI Strategy and Policy**

### **60 minutes**

Effective AI governance requires more than individual rules or controls. Schools need a clear strategic direction that establishes how AI supports their educational objectives, the principles that guide its use and where responsibilities and boundaries sit.

This session supports your team in translating its understanding of AI risk and opportunity into the foundations of a school-wide AI strategy and policy framework.

**Your school will work towards:**

- defining strategic principles for the school's approach to AI;
- establishing governance responsibilities and accountability;
- identifying appropriate boundaries for AI use;
- progressing the structure and content of its AI strategy and policy; and
- connecting AI governance with relevant existing school policies.

## **3. Acceptable Use and the Teaching and Learning Framework**

### **60 minutes**

Schools need practical expectations for how staff and students can use AI, while recognising that appropriate use may differ according to age, context and educational purpose.

This session considers what responsible AI use looks like in practice and how expectations can be translated into clear, workable guidance across the school.

**Your school will work towards:**

- defining appropriate and inappropriate uses of AI;
- developing expectations for staff and student use;
- considering age and educational-context variations;

- progressing an AI Teaching & Learning Framework; and
- aligning AI expectations with safeguarding, privacy, technology and existing acceptable-use arrangements.

#### 4. Identifying and Recording AI Use

##### 60 minutes

Schools cannot effectively govern AI without understanding where and how it is being used.

This session helps your team establish a practical approach to discovering AI use across the school and maintaining visibility as new tools and use cases emerge.

##### Your school will work towards:

- developing an approach for identifying AI use across departments and functions;
- establishing an AI use-case register;
- recording existing and proposed AI tools and uses;
- identifying ownership and relevant stakeholders; and
- prioritising use cases that require further assessment.

#### 5. Assessing and Approving AI Use in Practice

##### Up to 90 minutes (A Practical Workshop)

Once AI use has been identified, schools need a proportionate way to decide whether proposed tools and uses should proceed.

In this extended practical workshop, your team will work through an AI proposal from initial request through assessment and decision-making, considering educational value alongside safeguarding, privacy, cyber security, vendor evidence and other relevant risks.

##### Your school will work towards:

- establishing an AI-use request process;
- developing assessment criteria and an approval workflow;
- defining decision-making and escalation responsibilities;
- recording risks, safeguards and approval conditions;
- establishing how decisions will be documented and communicated; and
- developing an approach to ongoing review of approved AI use.

The workshop will use practical AI tool and vendor examples to support the assessment process.

#### 6. Training on AI Literacy, and Community Communication

### 60 minutes

Sustainable AI governance depends on the wider school community understanding both the opportunities AI creates and the expectations the school has established around its use.

This session considers how different groups across the school should be supported, recognising that staff, students, parents and governors may require different levels of information, training and communication.

#### **Your school will work towards:**

- identifying AI literacy needs across the school community;
- establishing priorities for staff training and development;
- considering age-appropriate student AI literacy;
- developing an approach to parent and community communication; and
- identifying responsibilities for maintaining AI awareness as technology and expectations develop.

## **7. Consolidation and Future AI Governance Planning**

### 60 minutes

The final stage brings together the work completed throughout the Academy and considers how the school's approach to AI governance will continue to develop. Your team will revisit its starting position, consider progress made across the programme and identify the priorities, responsibilities and support required for the next phase.

#### **Your school will work towards:**

- reviewing progress against its original governance baseline;
- identifying remaining governance gaps and priorities;
- confirming ownership and responsibilities for ongoing activity;
- establishing future review and reporting arrangements; and
- creating a **12-month AI governance roadmap** to support continued development.

| Academy Schedule                 |                                                                |          |
|----------------------------------|----------------------------------------------------------------|----------|
| *Date/Time                       | Academy Stage                                                  | Duration |
| 3rd November 2026<br>Midday EST  | <b>Pre-Academy Onboarding and AI Governance Baseline</b>       | 60 Mins  |
| 10th November 2026<br>Midday EST | <b>Understanding AI Risk and Opportunity Across the School</b> | 60 Mins  |
| 8th December 2026<br>Midday EST  | <b>Developing AI Strategy and Policy</b>                       | 60 Mins  |
| 12th January 2027<br>Midday EST  | <b>Acceptable Use and the Teaching and Learning Framework</b>  | 60 Mins  |
| 9th March 2027<br>Midday EST     | <b>Identifying and Recording AI Use</b>                        | 60 Mins  |
| 27th April 2027<br>Midday EST    | <b>Assessing and Approving AI Use in Practice</b>              | 90 mins  |
| 18th May 2027<br>Midday EST      | <b>Training on AI Literacy, and Community Communication</b>    | 60 mins  |
| 15th June 2027<br>Midday EST     | <b>Consolidation and Future AI Governance Planning</b>         | 60 mins  |

*\*The times and dates in the table above are subject to change.*

## Putting Learning into Practice

The AI Governance Academy is designed so that progress continues beyond the live sessions.

Each stage provides your school with expert guidance, practical activities and a clear area of focus. Between sessions, your team will have the opportunity to apply this within its own environment and progress the relevant governance activity.

Depending on the stage and your school's starting position, this may include engaging with colleagues, gathering information, developing or reviewing documentation, recording AI use, progressing actions or testing the processes introduced during the Academy.

The amount of activity will naturally vary between schools. For this reason, the Academy does not prescribe a fixed number of implementation hours between sessions.

Instead, the programme follows a simple cycle:

### **Learn**

Develop a shared understanding through expert-led guidance, discussion and practical examples.

### **Apply**

Consider what the subject means within your own school and begin applying the approach during the live session.

### **Implement**

Continue progressing the relevant actions, documentation or governance processes within your school between sessions.

### **Progress**

Bring that experience into the next stage, building on the work already undertaken as your governance arrangements develop.

Supported by the tools and resources available throughout the Academy, this approach enables each school to progress at a pace appropriate to its starting position while maintaining the structure and momentum of the wider programme.

The work undertaken throughout the Academy becomes part of your school's AI governance programme, rather than a collection of generic exercises completed as part of a training course.