Introducing AI Tools in Our School

A proposed three-teaching-team pilot, with a year-two decision in July

Report to the School Board | Vocational High School for Hospitality and Catering

All euro figures and dates in this deck are examples, to be confirmed.

Purpose: what the Board is asked to consider

- Generative AI tools are already used by students and staff in hospitality and catering courses.
- This proposal sets out a structured, limited pilot so the school can learn from real use before wider adoption.
- It covers the costs (example figures), timing, main risks and safeguards.
- No decision is requested on whole-school rollout at this stage.

The Board is asked to:

1. Approve the pilot in three teaching teams
2. Approve the example budget as a planning basis
3. Mandate a draft acceptable use policy
4. Agree to decide on year two at the July meeting

All euro figures and dates are examples, to be confirmed.

Example three-year cost profile (€)



EXAMPLE FIGURES

Not a confirmed budget. Illustrative only, for discussion and planning.

Example total over three years: €205,000

Costs are expected to fall after year one as set-up ends. Actual costs will be confirmed through the pilot evaluation.

All euro figures and dates are examples, to be confirmed.

Pilot timeline (example dates)

End of Term 1

Draft AI acceptable use policy ready for Board review

January

Pilot starts in three teaching teams

January to June

Pilot delivery, monitoring and data collection

June

Pilot closes; evaluation prepared

July Board meeting

Evaluation reviewed; year-two decision

All euro figures and dates are examples, to be confirmed.

Main risks and proposed mitigations

Risk	Mitigation
Student data privacy	Use only approved tools; no personal student data entered; data protection impact check before launch
Over-reliance on AI in practical kitchen and service skills	AI used for theory and planning only; practical assessments stay hands-on and teacher-led
Uneven access to tools and devices	Provide school devices and supervised access; check home access before tasks require it
Academic integrity	Clear rules on disclosure of AI use; assessment redesign; staff training on detection limits
Cost overruns	Fixed pilot budget with monthly review; year-two spending only after the July decision

All euro figures and dates are examples, to be confirmed.

Decisions requested from the Board

1

Approve the pilot

Run the AI tools pilot in three teaching teams, January to June.

2

Approve the example budget

Adopt the example budget as a planning basis, subject to confirmation.

3

Mandate the policy

Require a draft AI acceptable use policy by the end of the first term.

4

Schedule the year-two decision

Decide on year two at the July Board meeting, based on evaluation.

All euro figures and dates are examples, to be confirmed.

Next steps and closing

If approved today

- Staff at the three pilot teams confirmed and trained (example: before January)
- Data protection review completed before first use
- Policy drafting group formed; draft due by end of Term 1
- Pilot progress reported to the Board at each term end

Thank you

AI can support our students in hospitality and catering only if their practical skills and our standards come first. The pilot lets us test that safely, with clear evidence for the Board.

Questions and discussion welcome. All euro figures and dates are examples, to be confirmed.