



Artificial Intelligence (AI) Policy

Autumn term 20225

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Governing committee responsible:	Management Committee		
Governor approval:	Summer term 2025	Website:	Yes
Staff responsible:	Headteacher	Date produced:	July 2025

1. Introduction and Purpose

1.1 Rationale for the Policy

Artificial Intelligence (AI) presents significant opportunities to enhance teaching and learning, support staff in their professional duties, and equip pupils with the skills necessary for the future. St. Luke's C of E Primary School is committed to embracing these opportunities responsibly. This policy establishes a framework for the safe, ethical, and effective use of AI tools by our entire school community.

1.2 Aims and Guiding Principles

The aims of this policy are to:

- Maximise the benefits of AI as a tool for innovation in education.
- Ensure the safety and wellbeing of all pupils and staff when using AI.
- Promote ethical conduct and academic integrity in the use of AI.
- Provide clear guidelines for all members of the school community on the acceptable use of AI.
- Ensure all uses of AI are compliant with UK law, including data protection and safeguarding legislation.

Our guiding principle is that AI should be used as a tool to augment, not replace, the professional judgement of teachers and the critical thinking of pupils.

1.3 Scope of the Policy

This policy applies to all members of the St. Luke's C of E Primary School community, including governors, staff, pupils, and volunteers. It covers the use of all generative AI tools, platforms, and software on school-owned equipment and networks, as well as the use of AI for any school-related activity on personal devices.

1.4 Links to Other School Policies

This policy should be read in conjunction with our existing policies, including:

- Safeguarding and Child Protection Policy
- Data Protection (UK GDPR) Policy
- Online Safety Policy
- Behaviour Policy
- Staff Code of Conduct
- Curriculum and Assessment Policies

2. Roles and Responsibilities

2.1 Governing Body and Senior Leadership Team (SLT)

The Governing Body and SLT are responsible for approving this policy and ensuring it is implemented effectively. They will oversee the strategic integration of AI and ensure that any approved AI systems have been subject to a robust risk assessment.

2.2 Designated Safeguarding Lead (DSL)

The DSL will take lead responsibility for any safeguarding concerns arising from the use of AI, ensuring that all staff are aware of how to report issues and that any incidents are managed in line with our Safeguarding and Child Protection Policy.

2.3 IT Support

The IT Support, Jasmine IT, is responsible for managing the technical aspects of AI implementation, ensuring that all school-approved tools are configured with appropriate safety and filtering settings, and providing technical support to staff and pupils.

2.4 Teaching and Support Staff

All staff are expected to model best practice in the use of AI. They must supervise pupils' use of AI, teach them to use it safely and critically, and report any concerns immediately. Staff must not use AI for any task that involves inputting personal or sensitive data relating to pupils, staff, or their families.

2.5 Pupils

Pupils are expected to use AI responsibly and ethically, as directed by their teachers. They must not use AI to create harmful or inappropriate content, to plagiarise or cheat, or to share personal information.

2.6 Parents and Carers

We ask parents and carers to support the school by discussing the principles of this policy with their children and encouraging the safe, responsible, and ethical use of AI at home.

3 Approved Use of Artificial Intelligence

3.1 Use of AI by Staff

Staff are encouraged to use approved AI tools to:

- **Enhance Teaching and Learning:** Create lesson plans, differentiate resources, and generate ideas for learning activities.
- **Reduce Administrative Workload:** Draft communications, policies, and reports.
Note: AI-generated text must always be checked for accuracy and appropriateness by the member of staff.
- **Professional Development:** Explore new teaching methodologies and deepen subject knowledge.

3.2 Use of AI by Pupils

Under the direct supervision of staff, pupils may use approved AI tools to:

- **Permitted Uses in the Curriculum:** Support specific learning objectives as defined by the teacher.
- **AI for Research and Idea Generation:** Brainstorm ideas, explore topics, and generate summaries of complex information.
- **Developing Digital Literacy and Critical Thinking:** Learn how AI models work and practise evaluating AI-generated content for bias, accuracy, and reliability.

3.3 List of Approved AI Tools and Platforms

Only AI tools that have been vetted and approved by the SLT and IT Department are permitted for use in school. These tools have been assessed against the government's product safety expectations to ensure they have appropriate filtering and moderation capabilities. The list of approved tools is available on request from SharePoint.

4. Data Protection and Privacy

4.1 Compliance with UK GDPR

All use of AI must comply with the UK General Data Protection Regulation (UK GDPR) and the school's Data Protection Policy.

4.2 Prohibiting the Use of Personal Data in Public AI Models

Under no circumstances should any personal data be entered into a public generative AI tool. This includes, but is not limited to, pupils' names, dates of birth, addresses, SEND information, safeguarding records, and staff details.

4.3 Use of School-Managed Accounts

Where the school provides access to an AI tool, users must access it only through their official school-provided account. This ensures that the school's data protection agreements and safety settings are applied.

4.4 Data Protection Impact Assessments (DPIAs)

The school will conduct a DPIA before procuring and deploying any new AI system that processes personal data to ensure all privacy risks are identified and mitigated.

5. Safety, Security, and Ethical Considerations

5.1 Filtering and Monitoring

The school will use AI tools that have robust, age-appropriate filtering and moderation systems to prevent users from being exposed to harmful, illegal, or inappropriate content. School network filtering and monitoring systems will provide an additional layer of protection.

5.2 Identifying and Mitigating Bias

Staff will teach pupils that AI models can reflect and amplify societal biases. Pupils will be taught to critically question AI-generated content and consider alternative perspectives.

5.3 Fact-Checking and Verifying AI-Generated Content

All users must be aware that AI tools can produce inaccurate information ("hallucinations"). It is the user's responsibility to verify any factual claims generated by AI using reliable sources before using them.

5.4 Safeguarding Pupils from Harmful Content

Any instance of a pupil being exposed to, or creating, harmful content using AI will be treated as a safeguarding concern and managed in line with the school's Safeguarding and Child Protection Policy.

5.5 Transparency and Acknowledging AI Use

Pupils and staff must be transparent about their use of AI. Work that has been created with the assistance of AI should be acknowledged appropriately, as guided by the class teacher or line manager.

6. Academic Integrity

6.1 Defining AI Misuse and Malpractice

Presenting AI-generated work as one's own, without permission or proper acknowledgement, constitutes plagiarism and academic malpractice. This includes copying and pasting AI-generated text into an assignment, or using AI to complete assessments in a way that is not permitted.

6.2 Guidance on Plagiarism and Authenticity of Pupil Work

Pupils must not use AI to write entire essays or complete assignments for them. The purpose of using AI is to support the learning process, not to bypass it. Teachers will provide specific guidance on the extent to which AI may be used for any given task.

6.3 Citing and Referencing AI Tools

Where the use of an AI tool is permitted for an assignment, pupils must cite it clearly, in accordance with the referencing style provided by the teacher or department. The citation should include the tool used and the prompt given.

6.4 Use of AI in Assessments and Examinations

The use of AI in formal assessments, coursework, and examinations is strictly prohibited unless expressly permitted by the Department for Education.

7. Reporting and Sanctions

7.1 Procedures for Reporting Concerns or Incidents

Any user who encounters a security issue, a safeguarding concern, or a potential breach of this policy must report it immediately to a member of staff or the DSL. Staff must report any concerns to the DSL or a member of the SLT.

7.2 Investigating Suspected Misuse

The school will investigate all reported incidents of AI misuse. This may involve examining a user's activity logs on school systems.

7.3 Consequences for Breaching the Policy

Any breach of this policy will be taken seriously and handled in line with the school's existing policies.

- For pupils, this will be managed through the Behaviour Policy, with sanctions ranging from a loss of privileges to suspension or exclusion in serious cases.
- For staff, breaches will be managed through the Staff Disciplinary Procedure.

8. Policy Review

8.1 Schedule for Policy Review and Updates

Given the rapid pace of technological change, this policy will be reviewed annually, or more frequently if required, by the SLT and Governing Body to ensure it remains fit for purpose and compliant with the latest government guidance and regulations.

Appendices

Appendix A: Glossary of Key AI Terms

Appendix B: Acceptable Use Agreement Signature Form

Appendix A: Glossary of Key AI Terms:

Artificial Intelligence (AI)

The general field of computer science focused on creating systems that can perform tasks that typically require human intelligence. This includes things like learning, reasoning, problem-solving, and understanding language.

Bias

A tendency for an AI system to produce results that are unfairly prejudiced for or against a person, group, or idea. This often happens because the data used to train the AI contained existing human biases. It is important to critically evaluate AI content for potential bias.

Data Protection Impact Assessment (DPIA)

A process required by UK GDPR to help identify and minimise the data protection risks of a project or new system. The school must complete a DPIA before using a new AI tool that processes personal data.

Filtering

An automated technical process that blocks or flags content. In the context of AI, this is used to prevent the system from showing users harmful or inappropriate text and images.

Generative AI

A type of artificial intelligence that can create new content, such as text, images, music, or code. These systems learn from vast amounts of existing data and then use that knowledge to generate new, original outputs in response to a user's prompt.

Hallucination

A term used to describe when an AI model generates information that is incorrect, nonsensical, or not based on factual data. These outputs can seem convincing but are essentially fabricated. This is why it is crucial to fact-check all information provided by an AI.

Large Language Model (LLM)

The technology that powers many generative AI tools like ChatGPT. An LLM is a very large, complex AI system that has been trained on a huge amount of text data, allowing it to understand and generate human-like language.

Moderation

The process of reviewing content generated by users (or by an AI) to ensure it complies with safety rules and policies. Moderation can be done by human reviewers or by automated AI systems and is used to identify and remove harmful or inappropriate material.

Personal Data

Any information that can be used to identify a living person. This includes names, addresses, ID numbers, online identifiers, and any information about a person's physical, mental, economic, or social identity. Under this policy, personal data must not be entered into public AI tools.

Prompt

The instruction, question, or piece of text that a user gives to a generative AI system to tell it what to do. The quality and detail of the prompt can significantly affect the quality of the AI's response.

UK GDPR (General Data Protection Regulation)

The UK's legal framework for data protection and privacy. It governs how organisations, including schools, must handle personal data. All use of AI must be compliant with UK GDPR.

Appendix B: Acceptable Use Agreement for staff

This agreement is for all staff at St. Luke's C of E Primary School and should be read in conjunction with the full **Artificial Intelligence (AI) Acceptable Use Policy**. Its purpose is to ensure all staff are aware of their professional responsibilities when using AI tools for school-related purposes.

Our Vision:

At St. Luke's C of E, we believe AI can be a powerful tool to support professional duties, enhance teaching and learning, and reduce workload. This agreement is designed to empower you to use AI tools effectively, safely, and ethically.

1. Professional Responsibilities & Safe Use

- I have read and understood the school's **AI Acceptable Use Policy**. I agree to abide by its terms at all times.
- I understand that AI is a tool to **augment, not replace**, my professional judgement. I will always review, edit, and verify any AI-generated content for accuracy, appropriateness, and bias before using it in a professional capacity.
- I will only use AI tools that have been **approved by the school**. I will not use unapproved personal or public AI accounts for school-related work that involves any school data.
- I will model **best practice** for pupils, demonstrating how to use AI responsibly and critically.
- I will supervise pupils' use of AI in the classroom and ensure it is appropriate for the learning objective and the age of the pupils.

2. Data Protection & Confidentiality

- **I will never enter any personal, sensitive, or confidential data into a public or unapproved AI tool.**
- I understand that "personal data" includes, but is not limited to:
 - Names, addresses, or dates of birth of pupils, parents, or staff.
 - Any safeguarding information or concerns.
 - Special Educational Needs (SEN) or medical information.
 - Pupil progress, attainment, or behaviour records.
 - Any other information that could identify an individual.
- I will only use AI tools through my official **school-provided account**, where available, to ensure data protection agreements are in place.

3. Safeguarding & Reporting

- I understand my duty to safeguard pupils from harmful, inappropriate, or illegal content.
- If I or a pupil encounters any concerning content while using an AI tool, I will stop the activity immediately and report it to the **Designated Safeguarding Lead (DSL)** in line with the school's Safeguarding and Child Protection Policy.
- I will teach pupils to be critical of AI-generated content and to report anything that makes them feel uncomfortable or unsafe.

4. Academic & Professional Integrity

- I will promote academic integrity and ensure pupils understand that submitting AI-generated work as their own constitutes plagiarism.
- I will provide clear guidance to pupils on whether and how AI tools may be used for specific assignments, including proper citation methods.
- I will not use AI to perform tasks that would compromise my own professional integrity or that of the school.

Declaration

By signing this document, I confirm that I have read, understood, and agree to follow the rules and principles outlined above and detailed in the full **St. Luke's C of E Primary School AI Acceptable Use Policy**.

I understand that any breach of this agreement may be investigated under the school's Staff Disciplinary Procedure.

Staff Member Name (Printed): _____

Signature: _____

Date: _____