Nash Mills CofE Primary School

Use of Artificial Intelligence (AI) in school Policy

Reviewed: March 2025

Ratified: March 2025

Next Review: March 2027

CHECKLIST FOR RESPONSIBLE AI USE

- ✓ Have you read the AI policy?

- ✓ Don't input anyone's personal data. Anonymise your prompts / uploads.

- ✓ Don't input anyone's intellectual property. This includes pupil work.

- ✓ Check the output. Fact-check, verify and look out for biased content.

- ✓ Amend / personalise the output. Make it your own.

- ✓ Be transparent about your use of AI.

Statement of intent

At Nash Mills CofE Primary School, we recognise that the use of artificial intelligence (AI) can help to positively affect teacher workload, develop pupils' intellectual capabilities and prepare them for how emerging technologies will change workplaces. While there are many benefits to the use of AI tools, the content they produce may not always be accurate, safe or appropriate, and could lead to malpractice.

Through the measures outlined in this policy, the school aims to ensure that AI is used effectively, safely and appropriately to deliver excellent education that prepares our pupils to contribute to society and the future workplace.

For the purposes of this policy, the following terms are defined as:

- **AI** – The theory and development of computer systems able to perform tasks normally requiring human intelligence, e.g. visual perception, speech recognition, decision-making.
- **Generative AI** – A category of AI algorithms that generate new outputs based on the data they have been trained on.
- **Misuse of AI** – Any use of AI which means that pupils have not independently demonstrated their own attainment or staff their level of professional understanding. Staff should also use AI with care to ensure that, whilst it can reduce workload, it does not compromise their ability as professionals.

1. Legal framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- The UK General Data Protection Regulation (UK GDPR)
- DfE (2023) 'Keeping children safe in education 2023'
- DfE (2023) 'Generative artificial intelligence in education'
- DfE (2023) 'Meeting digital and technology standards in schools and colleges'
- JCQ (2023) 'Artificial Intelligence (AI) Use in Assessments: Protecting the Integrity of Qualifications'
- JCQ (2023) 'Suspected Malpractice Policies and Procedures'

This policy operates in conjunction with the following school policies:

- Online Safety Policy
- Cyber-security Policy
- Data Protection Policy
- Child Protection and Safeguarding Policy
- Acceptable Use Agreement

2. Roles and responsibilities

Governors will be responsible for:

- Ensuring that this policy is effective and complies with relevant laws and statutory guidance.
- Reviewing this policy on an annual basis.
- Ensuring their own knowledge of the use of AI tools in the school is up-to-date.

The headteacher will be responsible for:

- Ensuring that the use of AI tools in the school is integrated into relevant policies and procedures, the curriculum and staff training.
- Communicating with parents to ensure they are kept up-to-date with how AI tools are being used in the school, how this will impact pupils' education and how the school is ensuring the tools are being used safely and effectively.
- Ensuring that AI practices are audited and evaluated on a regular basis.

The DPO will be responsible for:

- Understanding and maintaining awareness of what the use of AI means for data protection in the school.
- Advising the school on how to integrate the use of AI while complying with data protection regulations.

The DSL will be responsible for:

- Taking the lead responsibility for online safety in school.

- Undertaking training so they understand the risks associated with using AI tools in school.
- Liaising with relevant members of staff on online safety matters.
- Maintaining records of reported online safety concerns relating to the use of AI tools, as well as the actions taken in response to concerns.

All staff members will be responsible for:

- Adhering to the Acceptable Use Agreement and other relevant policies.
- Taking responsibility for the security of the AI tools and data they use or have access to.
- Modelling good online behaviours when using AI tools.
- Maintaining a professional level of conduct in their use of AI tools.
- Having an awareness of the risks that using AI tools in school poses.
- Reporting concerns in line with the school's reporting procedure.
- Where relevant to their role, ensuring that the safe and effective use of AI tools is embedded in their teaching of the curriculum.
- Familiarising themselves with any AI tools used by the school and the risks they pose.

3. Data protection and cyber-security

The school is aware of the data privacy and cyber-security implications that come with using generative AI tools and will ensure that all AI tools are used in line with the school's Data Protection Policy and Cyber-security Policy. The school will follow the procedures in these policies to continue to protect pupils from harmful online content that could be produced by AI tools.

The school will not enter data that is classed as personal and sensitive into public AI tools under any circumstances. Any data entered will not be identifiable and will be considered released to the internet.

All staff will apply their best judgement and common sense to manage cyber-security risks effectively and ensure that the DfE's cyber standards are followed at all times.

The school will:

- Protect personal and special category data in accordance with data protection legislation.
- Not allow or cause intellectual property, including pupils' work, to be used to train generative AI models, without appropriate consent or exemption to copyright.
- Review and strengthen cyber security by referring to the DfE's cyber standards.
- Be mindful that generative AI could increase the sophistication and credibility of cyber attacks.
- Refer to the DfE's Filtering and monitoring standards for schools and colleges to ensure that the appropriate systems are in place.

- Be mindful of the data privacy implications when using AI tools and will take steps to ensure that personal and special category data is protected in accordance with data protection legislation.

The school **will not** use personal and special category data in AI tools.

4. Using AI tools

Within school, AI tools used will primarily be Microsoft Co-pilot, Gamma, Canva, The Key and Arbor. Where other tools are used, staff will inform the Headteacher prior so that the suitability can be confirmed. The school will ensure that AI tools are used appropriately to achieve the following aims:

- To support workload efficiency
- To assist with the production of high-quality plans and resources

Whilst recognising that AI tools can be used appropriately and with benefit to teaching and learning, the school will keep in mind that the content produced by AI tools can be:

- Inaccurate.
- Inappropriate.
- Biased.
- Taken out of context and without permission.
- Out of date or unreliable.

Where AI tools are used to produce administrative plans, policies and documents, all staff members will understand that the quality and content of the final document remains the professional responsibility of the staff member who produced it. Staff members using AI tools to create documents will not assume that AI output will be comparable with a human-designed document that has been developed in the specific context of the school.

When using AI tools, staff will ensure that any content produced is scrutinised and cross-checked for its appropriateness and accuracy.

Staff members will be aware that AI tools return results based on the dataset it has been trained on – it may not have been trained on the national curriculum, and may not provide results that are comparable with a human-designed resource developed in the context of the national curriculum. Staff members will be mindful of this in their teaching.

The school will not allow or cause pupils' original work to be used to train AI tools.

Examples of where AI could be used within school are:

- Creating and adapting resources to support different groups of learners. Where this is done, any description of need will be anonymised and will not, without permission, contain the work of adults or pupils.

- Creative use of AI for the curriculum – AI tools may be used on occasion to supplement the curriculum offer.
- Pupil Certificates – teachers may use AI tools to construct comments for pupil celebration certificates. Where this is done, they will be anonymous.
- Reports – Whilst staff may seek ideas on how to structure some sentences related to the curriculum, reports will be the work of the teacher and not be generated using AI.
- Letters and emails to send home – these will be first drafts which will be checked, adapted and personalised prior to sending.

5. Misusing AI tools

Preventing misuse

The school acknowledges that misuse of AI tools can happen both accidentally and intentionally, and that education and awareness is key to preventing misuse. The school will consider taking the following actions to prevent the misuse of AI tools:

- Restricting access to online AI tools on school devices and networks, especially on devices used for assessments
- Allocating time for sufficient portions of pupils' work to be completed in class under direct supervision, where appropriate
- Introducing classroom activities that use the level of knowledge and understanding achieved during lessons to ensure the teacher is confident that pupils understand the material
- Engaging pupils in verbal discussions about their work to ascertain that they understand it and that it reflects their own independent work

6. Safeguarding

The school acknowledges that generative AI tools can be used to produce content that is dangerous, harmful, and inappropriate. The school will follow the procedures set out in the Child Protection and Safeguarding Policy and the Online Safety Policy to ensure that pupils are not able to access or be exposed to harmful content.

Pupils will be taught about the risks of using AI tools and how to use them safely. Pupils will be made aware of how to report any concerns or incidents involving generative AI, and who to talk to about any issues regarding the use of AI tools.

The school will ensure that parents are aware of who to speak to (a DSL) about any concerns or issues regarding the use of AI.

The school will ensure that the appropriate filtering and monitoring systems are in place to protect pupils online, following the DfE's filtering and monitoring standards.

All staff members will receive training on the safe use of AI as part of their online safety training, which is regularly updated.

7.   Monitoring and review

The Headteacher will review this policy in full on an annual basis, and following any incidents that occur due to the use of AI tools, e.g. data protection or cyber-security.

Any changes made to this policy are communicated to all members of the school community.