St Paul's CE Primary School

AI Policy

Aims and Scope

Here at St.Paul's we understand the valuable potential that artificial intelligence (AI), including generative AI, holds for schools. For example, it can be used to enhance teaching methods, customise learning experiences and progress educational innovation. We are also aware of the risks posed by AI, including data protection breaches, copyright issues, ethical complications, safeguarding and compliance with wider legal obligations. Therefore, the aim of this policy is to establish guidelines for the ethical, secure and responsible use of AI technologies across our whole school community. This policy covers the use of AI tools by school staff, governors and pupils. This includes generative chatbots such as ChatGPT and Google Gemini (please note, this list is not exhaustive).

This policy aims to:

Support the use of AI to enhance teaching and learning

Support staff to explore AI solutions to improve efficiency and reduce workload

Prepare staff, governors and pupils for a future in which AI technology will be an integral part

Promote equity in education by using AI to address learning gaps and provide personalised support

Ensure that AI technologies are used ethically and responsibly by all staff, governors and pupils

Protect the privacy and personal data of staff, governors and pupils in compliance with the UK GDPR

Definitions

The policy refers to both 'open' and 'closed' generative AI tools> these are defined as follows:

Open generative AI tools are accessible and modifiable by anyone. They may store, share or learn from the information entered into them, including personal or sensitive information.

Closed generative AI tools are generally more secure, as external parties cannot access the data you input.

Legislation

This policy reflects good practice guidelines/recommendations in the following publications:

Generative artificial intelligence (AI) and data protection in schools. Published by the Department of Education (DfE)

Data Protection Act 2018 (DPA 2018)

Regulatory principles

Safety, security and robustness

We will

Ensure that AI solutions are secure and safe for users and protect users' data.
Ensure we can identify and rectify bias and error.
Anticipate threats such as hacking.

Appropriate transparency
We will
Be transparent about our use of AI, and make sure we understand the suggestions it makes.

Fairness
We will
Only use AI solutions that are ethically appropriate, equitable and free from prejudice – in particular, we will fully consider any bias relating to small groups and protected characteristics before using AI, monitor bias closely and correct problems where appropriate.

Accountability and Governance
We will
Ensure that the governing body and staff have clear roles and responsibilities in relation to the monitoring, evaluation, maintenance and use of AI.
Make sure that staff are empowered to correct and overrule AI suggestions - decisions should be made by the user of AI, not the technology.
Allow and respond appropriately to concerns and complaints where AI may have caused error resulting in adverse consequences or unfair treatment.

Roles and responsibilities
ICT Lead

Our Computing Lead is Richard Atkinson. He works along the EHT and HoS to manage the use of AI in school.

Governing Body
The governing body will:

Take overall responsibility for monitoring this policy and holding the EHT to account for its implementation.

Ensure the EHT and ICT Co Ordinator are appropriately supported to make informed decisions regarding the ethical and effective use of AI.

Adhere to guidelines to protect data when using generative AI tools

- Use only approved AI tools
- Check whether they are using an open or closed generative AI tool
- Ensure no identifiable information included in what they put into open generative AI tools
- Fact-check results to make sure information is correct

The Executive Headteacher

The Executive Headteacher will:

- Liaise with the Data Protection Officer to ensure that the use of AI is in accordance with data protection legislation
- Liaise with the DSL to ensure that the use of AI is in accordance with Keeping Children Safe in Education and the school's Child Protection and Safeguarding Policy
- Ensure the guidance in this policy is followed by all staff
- Review and update this policy as appropriate and at least annually.
- Ensure staff are appropriately trained in the effective use and potential risks of AI
- Make sure pupils are taught about the effective use and potential risks of AI

Designated Safeguarding Lead

The DSL is responsible for monitoring and advising on our compliance with Safeguarding requirements including in relation to the use of AI, such as:

- Being aware of new and emerging threats posed by AI
- Responding to Safeguarding incidents in line with Keeping Children safe in Education and
the school's Child Protection and Safeguarding Policy
- Understand the filtering and monitoring systems and processes in place on school devices

All staff

Any use of AI must follow the guidelines in this policy.

All staff must protect data when using generative AI tools, to do this all staff must:

- Use only approved AI tools
- Report safeguarding concerns to the DSL in line with our Child Protection and Safeguarding Policy
- Check whether they are using an open or closed generative AI tool
- Ensure there is no identifiable information included in what they put into open generative AI tools.
- Acknowledge or reference the use of generative AI in their work
- Fact-check results to make sure the information is accurate.

All staff play a role in ensuring that pupils understand the potential benefits and risks of using AI in their learning. All of our staff have a responsibility to guide pupils in critically evaluating AI – generated information and understanding its limitations.

We encourage all staff to speak to the Executive Headteacher in the first instance if they have any concerns about the proposed use of AI or the use of AI that may have resulted in errors that lead to adverse consequences or unfair treatment.

Educating Pupils about AI

Here at St.Paul's we acknowledge that pupils benefit from a knowledge rich curriculum that allows them to become well-informed users of technology and understand its impact on society. Strong foundational knowledge will ensure that pupils develop the right skills to make the best use of generative AI.

Pupils are taught in the curriculum about the potential benefits of using AI tools to aid their learning, while also covering subjects such as:

- Creating and using digital content safely and responsibly
- The limitations, reliability and potential bias of generative AI
- How information on the internet is organised and ranked
- Online safety to protect against harmful and misleading content

Staff development

Staff will be kept up to date with developments in AI in staff meetings, by sharing good practice and by attending training courses.

Safeguarding and child protection

School staff are aware that the use of generative AI may in some circumstances lead to safeguarding concerns including, but not limited to:

- Sexual grooming
- Sexual harassment
- Sexual extortion
- Child sexual abuse/exploitation material
- Harmful content
- Bullying
- Harmful advertisements and promotions

Where there are safeguarding concerns arising from the use of generative AI, this must be raised with the DSL immediately. Any such incident will be dealt with according to the procedures set out in the school's Child Protection and Safeguarding Policy and the child protection referral process.

This policy will be regularly reviewed and updated to align with emerging best practices, technological advances and changes in regulations.

Signed.. **Executive Headteacher**

Signed.. **Head of School**