St Martin's Catholic Primary School

AI Policy

OUR MISSION STATEMENT

Where children Love to Learn and Learn to Love.

'Love one another as I have loved you'
John 15:12

Introduction and Context at St Martin's Catholic Primary School

We recognise the potential benefits of artificial intelligence (AI) in enhancing teaching and learning. AI tools can support teachers by generating model texts, lesson plans, and other educational materials. However, their use must be guided by clear principles to ensure ethical, safe, and effective implementation. This policy outlines how AI should be used within our school, with a focus on safeguarding, accuracy, and professional responsibility. This policy is aligned with the Department for Education's (DfE) guidance on the use of generative AI in education (DfE Guidance) and reflects expectations from Ofsted and statutory legislation including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

What is AI?

Artificial intelligence (AI) refers to computer systems that can perform tasks usually requiring the input of human intelligence. These include understanding language, generating text, recognising patterns, solving problems, and learning from data. Generative AI tools, such as Microsoft CoPilot or Google Gemini, are designed to create content including written responses, images, summaries, and more, based on prompts or questions inputted by users.

More information can be found here: https://www.gov.uk/government/publications/generative-artificial-intelligence-in-education/generative-artificial-intelligence-ai-in-education

AI is now embedded in various tools used in education. It can be accessed through:

- **Discreet platforms**, such as Google Gemini.
- **Integrated features** within existing programmes (e.g., Microsoft Word's CoPilot tool, Canva's AI design features, or planning templates that use AI to support text generation).
- **Secure platforms** built with education in mind, such as Microsoft CoPilot for Education, which restricts data usage and meets school compliance needs.

It is important to note that while AI is becoming more prevalent in digital tools, all usage within St Martin's Catholic Primary School is guided by strict protocols and teacher oversight, as detailed in this policy.

Purpose of AI in Our School

AI **WILL** be used to:

- Support teachers in planning and resource creation.
- Generate model texts and worked examples for lessons.
- Provide alternative explanations or scaffolding for concepts.
- Reduce workload by assisting in administrative and lesson preparation tasks.
- Generate images for use in lessons where appropriate.

AI will **NOT** be used to:

- Make decisions about pupils or their progress.
- Handle or process pupil sensitive data.
- Generate assessments without teacher oversight.
- Replace professional judgement or expertise.

Staff will receive training and any use will always align with this policy. Children will not use AI independently at this stage, as most platforms are rated 13+ and appropriate guardrails are not yet in place.

Approved Tools and Platforms

The school's default AI platform for use in school is **Microsoft CoPilot**. Staff may also use alternative AI tools such as **Google Gemini, Teachmate, SLT AI, Ari AI (Twinkl) and Arbor AI,** provided that:

- No sensitive data (e.g. pupil names, dates of birth, addresses, assessment data) is inputted.
- No images of children or other individuals within school is inputted into the platform.
- No children's work or original pupil-generated content is uploaded.
- No intellectual property belonging to the school is inputted into these platforms.
- All AI-generated content is reviewed by a teacher before use.

An AI Tool Register will be maintained by the Computing Lead outlining approved tools and their permitted uses.

Data Protection and Privacy

To ensure compliance with UK GDPR, the Data Protection Act 2018, and DfE guidelines:

- AI tools must only be used in accordance with school-approved platforms and policies.
- No sensitive or personal data must be entered into open AI tools.
- Staff must check whether a tool is 'open' (learns from inputs) or 'closed' (secure, private data handling).
- Data Protection Impact Assessments (DPIAs) will be conducted for any high-risk or pupil-facing AI use.
- Any breaches will be treated as data breaches in line with our school's Data Protection Policy.

Oversight, Accuracy, and Professional Responsibility

AI is a tool to support, not replace, professional expertise. Therefore:

- Teachers must check for factual accuracy, curriculum alignment, and appropriateness.
- Teachers are responsible for adapting outputs for pupil needs.
- Any AI-assisted work shared with pupils must be moderated for clarity and correctness.
- All outputs remain the professional responsibility of the teacher using them.

Ethical and Responsible Use

AI must be used:

- To **enhance**, not diminish, teaching quality.
- In line with school values, inclusivity, equality, and safeguarding policies.
- With critical evaluation to ensure content is **free from bias or harmful stereotypes**.
- With full understanding of limitations in accuracy, scope, and cultural sensitivity.
- Never to impersonate, bully, harass, or generate inappropriate, explicit, offensive, or discriminatory content.

Intellectual Property and Copyright

Pupils own the intellectual property (IP) rights to their original work. Staff must:

- Not upload children's work or original creative content to AI tools.
- Not use pupil work to train AI models.
- Seek legal advice or appropriate consent if any use of copyrighted material is proposed.

Safeguarding and Online Safety

The use of AI in school must align with **Keeping Children Safe in Education** (KCSIE) and our **Child Protection and Safeguarding Policy**. The Designated Safeguarding Lead (DSL) will:

- Monitor emerging threats posed by AI, including inappropriate content and impersonation.
- Ensure filtering and monitoring systems protect pupils from harmful AI-generated material.
- Provide training for staff on safeguarding concerns arising from AI use.

All concerns must be reported immediately to the DSL.

Use of AI-Generated Illustrations from Photographs
In line with Keeping Children Safe in Education (KCSIE) 2026, and the school's safeguarding and data protection responsibilities, the school may use Microsoft co-pilot, to transform authorised photographs of pupils into illustrated or artistic representations for publication on the school website or other school communications. The purpose of this process is to celebrate pupils' achievements and school life while further reducing the identifiability of children online and limiting to the misappropriation of the images. Any image used in this way must be reviewed and approved by school staff, comply with parental consent arrangements, and must not portray children in a misleading, undignified, or inappropriate manner. Original photographic images will not be published on the school website and will be stored and processed in accordance with the school's data protection procedures. The Designated Safeguarding Lead (DSL) and Data Protection Officer (DPO) will oversee the safe and ethical use of this technology. Human oversight remains in place at all times, and AI-generated illustrations will only be used where they support the safety, privacy, and best interests of the child.

Roles and Responsibilities

- **Computing Lead:** Oversees implementation, tool approval, staff training, and policy review.
- **Headteacher / SLT:** Ensure policy implementation and alignment with safeguarding and data protection.
- **Teachers:** Use AI responsibly for planning and modelling; verify all outputs.
- **Support Staff:** May use AI to support learning with teacher oversight.
- **DSL and DPO:** Provide safeguarding and data protection oversight.

iPad and Digital Access Context

All pupils have access to **iPad devices**. Therefore:

- AI use on pupil iPads is currently not permitted.
- Any future use will be teacher-led, risk-assessed, and reviewed by Computing Lead, DSL and DPO.
- Existing filtering and monitoring will be updated to account for AI-related risks.

Training and Implementation

- Staff will receive **ongoing CPD** on responsible AI use, including ethics, safety, and curriculum links.
- AI training will form part of wider digital and safeguarding training.
- Training is overseen by the Computing Lead in partnership with SLT.

Breaches of Policy

- **Staff:** Breaches will be addressed via the **staff code of conduct** and may result in disciplinary action.
- **Pupils:** Misuse will be dealt with in line with the **Behaviour Policy** and **Safeguarding Policy**.
- **Parents / Others:** Any external breach or complaint will follow school complaints procedures.

Transparency and Communication

- Parents will be informed of the school's use of AI and consulted prior to any pupil-facing AI use.
- The school community will be updated on developments through newsletters, policy reviews, and CPD.

Inspection and Monitoring

This policy aligns with expectations from **Ofsted**, who consider:

- The impact of AI on teaching, learning, and safeguarding.
- The school's ability to justify AI use and manage associated risks.
- Whether human oversight and accountability are maintained.

AI use will be reviewed annually and updates shared with the full governing board.

Review and Updates

This policy will be reviewed **annually** by (Computing Lead), in collaboration with Headteacher and SLT, to ensure alignment with statutory guidance, Ofsted expectations, and evolving technologies. Updates will be shared with staff and governors.

This policy ensures that AI is used at St Martin's Catholic Primary School to support high-quality teaching and learning, while maintaining legal compliance, ethical practice, safeguarding integrity, and professional accountability.