

*Through Jesus, we love, learn and grow*



***Eccleston St. Mary's CE Primary School***

## ***Artificial Intelligence (AI) Policy***

Effective from: January 2026

Review date: January 2027

Approved by: The Governing Body

### **1. Purpose and Scope**

This policy outlines how AI technologies will be used responsibly at Eccleston St Mary's CE Primary School to enhance teaching, learning, and administration. It applies to all staff, pupils, governors, and third-party providers using AI tools within the school environment.

### **2. Legal and Regulatory Framework**

This policy is informed by:

- *Data Protection Act 2018 and UK GDPR*
- *Keeping Children Safe in Education (KCSIE) 2025*
- *Education Act 2002*
- *Ofsted's AI Position Statement (2025)*
- *DfE's Generative AI in Education Guidance (2025)*

### **3. Definition of AI**

Artificial Intelligence (AI) refers to systems that perform tasks typically requiring human intelligence, such as:

- Generating text, images, or code (e.g. Copilot, ChatGPT)
- Analysing data or patterns
- Providing automated feedback or marking

#### 4. Use of AI in Teaching and Learning

Teachers may use AI to:

- Plan lessons and generate resources
- Mark and provide feedback (with human oversight)
- Support pupils with personalised learning tools

Teachers are permitted to use **only** these AI tools:

- Chatgpt
- Canva AI
- Microsoft co-pilot

Teachers must request permission to access other AI tools before using them.

**Pupils must not access any AI tool independently.** Pupils must only have access to AI through a teacher or teaching assistant. AI must not be used to complete assessments or homework unless explicitly permitted.

#### 5. Data Protection and Privacy

- No personal data (staff or pupil) may be entered into AI tools unless approved by the school's Data Protection Officer (DPO).
- AI tools must comply with UK GDPR and be risk-assessed before use.
- Staff must follow the school's Data Protection and Acceptable Use policies.

#### 6. Ethical Use and Safeguarding

- AI must not be used to generate inappropriate, biased, or misleading content.
- Staff must ensure AI-generated materials are accurate and age-appropriate.
- AI use must not replace professional judgement or human interaction.
- AI must not be used to replace live modelling of writing
- Safeguarding concerns arising from AI use (e.g. online abuse, misinformation) must be reported to the DSL.

#### 7. Training and Oversight

- Staff will receive training on the safe and effective use of AI.
- The Senior Leadership Team (SLT) will monitor AI use and review this policy annually.
- Pupils will be taught about AI as part of the computing and digital literacy curriculum.

## **8. Prohibited Uses**

The following are not permitted:

- Using AI to impersonate others or fabricate information
- Submitting AI-generated work as original pupil work (unless approved)
- Using AI tools that have not been given prior approval by the Senior Leadership Team.

## **9. Partnership with Parents and Community**

- Parents will be informed about how AI is used in school.
- The school will provide guidance on safe AI use at home.

## **10. Related Policies**

This policy should be read alongside:

- Data Protection Policy
- Online Safety Policy
- Safeguarding and Child Protection Policy
- Staff Code of Conduct
- Acceptable Use Policy