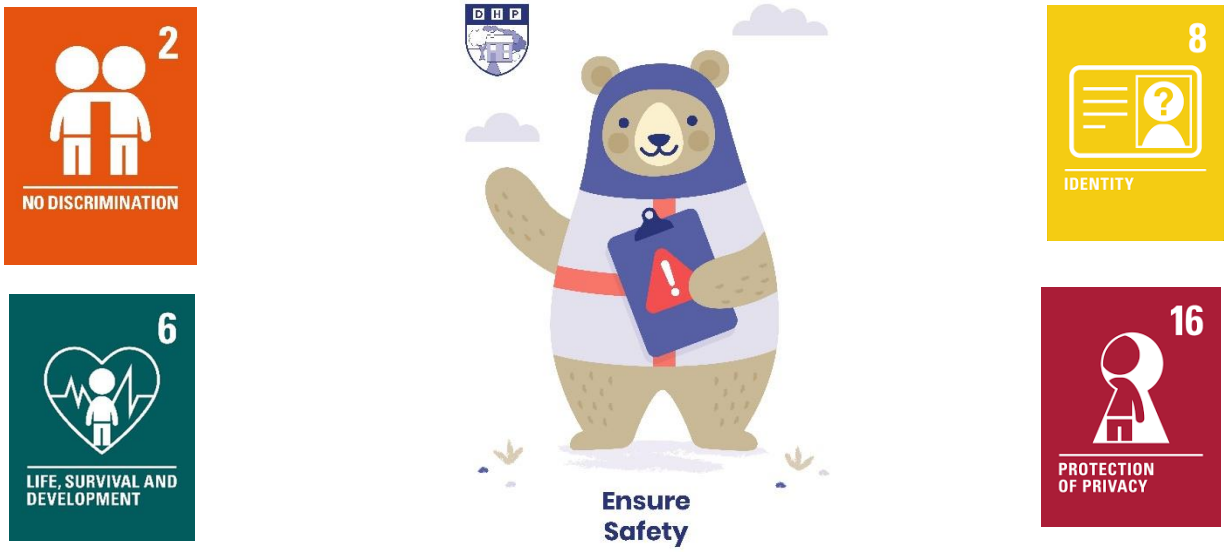
Dene House Primary School

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Use of Artificial Intelligence Policy



Date of last review: Sep 2026

Date of next review: Sept 2027

Lead member of staff: Mr Lee Blake (Headteacher)

Introduction

This policy outlines Dene House Primary school's approach to the use of Artificial Intelligence (AI) in our educational setting. As AI technologies increasingly influence education, we recognise both their potential benefits and the need for careful management to ensure safe, effective, and ethical use.

Rationale

The implementation of this AI policy is driven by several key factors:

- Ensuring the safe and beneficial integration of AI technologies in education
- Maintaining compliance with data protection regulations
- Supporting teaching excellence while preserving human expertise
- Providing clear guidance for staff, students, and parents
- Establishing consistent standards for AI usage across the school

Application

AI can have many benefits and practical applications in schools.

Teaching Applications:

- Development of educational resources and materials
- Planning engaging lesson activities
- Creating interactive learning experiences
- Supporting curriculum development

Administrative Uses:

- Organisational tasks
- General communications templates
- Resource organisation
- Data analysis (non-personal data)

Safe/Appropriate use of AI

Data Protection and Privacy

- Personal and sensitive data must never be entered into AI tools
- Regular data protection impact assessments must be conducted
- Strict adherence to GDPR requirements for all AI implementations
- Clear documentation of all AI-related data processing activities

Quality Assurance

- All AI-generated content must be thoroughly reviewed by qualified staff
- Spellings and grammar must be verified in all communications
- Accuracy of educational content must be validated against reliable sources
- Appropriateness of materials for primary school pupils must be ensured

Parent Communication

- Personal communications with parents must always be written by staff members
- AI tools should never be used for sensitive or individual parent communications
- General information templates may be AI-assisted but must be carefully reviewed
- Staff must maintain personal contact for important discussions

Implementation Guidelines

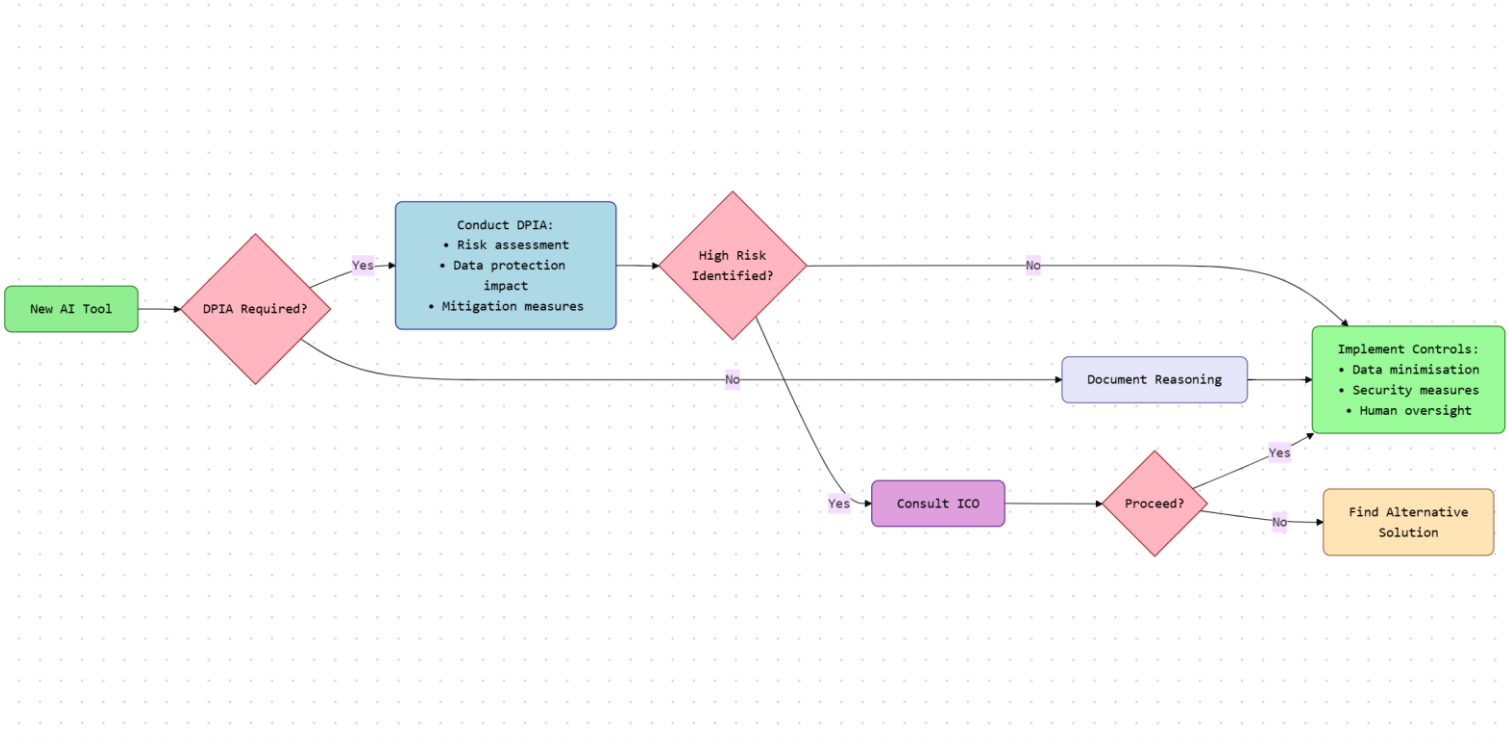
Staff Responsibilities

- Complete mandatory training on use of AI and approved AI tools
- Follow data protection protocols strictly
- Report any concerns or issues immediately

Monitoring and Review

- Regular audits of AI tool usage
- Annual policy review and update
- Continuous monitoring of effectiveness and safety
- Staff feedback collection and implementation

Risk Assessment Process



The diagram above illustrates our school's systematic approach to implementing new AI tools:

- Green boxes indicate starting points and successful implementation stages
- Pink diamonds represent critical decision points requiring careful evaluation
- Blue boxes show assessment and documentation requirements
- Purple indicates external consultation stages
- Orange highlights alternative solutions when risks are too high

A DPIA (Data Protection Impact Assessment) is a systematic process to evaluate the potential impact of AI tools on personal data and privacy

Legislation/Guidance

This policy has been written in line with the following frameworks, guidance, and resources:

Document Type	Title	Issuing Body	Key Points
Legal Framework	UK GDPR and Data Protection Act 2018	ICO	Mandatory compliance for all AI implementations ico.org.uk
Government Guidance	Department for Education Position Statement on Generative AI	DfE	Released Summer 2023, focuses on appropriate use and safeguards educationdatahub.org.uk
Regulatory Guidance	"How to use AI and personal data appropriately and lawfully"	Information Commissioner's Office	Comprehensive guide for AI implementation, Version 1.0, November 2022 ico.org.uk
Sector Guidance	"Understanding AI for Schools: tips for school leaders"	Joint guidance from 5 major organisations including Teacher Development Trust	Released September 2023 educationdatahub.org.uk
Implementation Guide	"AI Guidance for Schools"	Education Data Hub	Version 1.0, September 2023 educationdatahub.org.uk
Government Resource	"Generative artificial intelligence (AI) and data protection in schools"	GOV.UK	Specific guidance on data protection aspects gov.uk

Review and Revision

This policy will be reviewed annually or sooner if required by legislative changes or technological developments. All amendments will be approved by the governing body and communicated to relevant stakeholders.