

Policy for the Use of Artificial Intelligence

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Introduction

The advent of Artificial Intelligence (AI) has transformed numerous sectors, including education. In the context of a primary school, the thoughtful incorporation of AI technologies can enhance learning experiences, facilitate personalised education, and streamline administrative tasks. However, it is crucial to approach the integration of AI with caution. This policy document aims to outline the appropriate use of AI within our school, defining its purpose, scope, guiding principles, acceptable and prohibited uses of AI, and the responsibilities of all stakeholders.

Purpose of the Policy

The primary aim of this policy is to provide a clear framework for the safe, ethical, and effective integration of AI technologies within the primary school environment. The policy serves multiple purposes:

1. **Enhance Learning Opportunities:** To utilise AI tools that can enrich the educational experiences of our pupils, fostering creativity and critical thinking. AI tools should only be used if they add clear educational or operational value. The tools must align with the school's curriculum and intent.
2. **Data Protection and Privacy:** To ensure compliance with GDPR and the school's data protection policy when using AI tools. Personal data, including students' or staff members' information, must not be uploaded to any AI platform without explicit authorisation.
3. **Promote Educational Equity:** To ensure that AI resources are accessible to all pupils, thus promoting an equitable learning environment.
4. **Safeguard Pupils:** To protect children from potential risks associated with the misuse of AI, including data privacy concerns and exposure to inappropriate content.
5. **Provide Guidance for Staff and Pupils:** To offer clear guidelines on what constitutes acceptable and unacceptable use of AI.

Scope of the Policy

This policy applies to all members of the school community, including:

- Teaching staff
- Support staff
- Pupils
- Parents and guardians
- Visitors and contractors who may use or interact with AI technologies within the school premises

The policy encompasses all AI applications utilised during school hours, including but not limited to educational software, AI-assisted learning platforms, automated

grading tools, and any other technology that employs machine learning and AI algorithms. It should be read alongside the school's Online Safety Policy.

Guiding Principles

Our approach to AI in education is grounded in the following principles:

1. **Safety and Wellbeing:** Prioritise the safety and wellbeing of pupils in all AI initiatives.
2. **Professional Judgment:** To ensure the use of AI tools as a support mechanism and not as a replacement for teachers' professional expertise and judgment.
3. **Transparency:** Maintain clarity about how AI technologies function and their implications for student learning and data privacy.
4. **Inclusivity:** Ensure that all resources are accessible and beneficial for every pupil, considering different learning capabilities and styles.
5. **Collaborative Engagement:** Engage with parents, staff, and pupils to shape our school's approach to AI, ensuring that diverse perspectives are acknowledged and valued.
6. **Continuous Improvement:** Regularly review and update AI practices to keep pace with rapid technological developments and emerging research in pedagogy.

Acceptable Use of AI in School

The following guidelines outline acceptable uses of AI technologies in our school setting:

1. **Lesson Planning:** Generate lesson ideas, differentiated activities, or resources to save time and foster creativity. Teachers will review AI-generated content to ensure it meets teaching standards and is accurate.
2. **Assessment and Feedback:** AI-driven tools that assist in formative assessments and provide immediate feedback to pupils can be integrated into teaching practices, provided they adhere to the guidelines set forth in this policy. Use AI for marking low-stakes assessments or analysing data trends, while ensuring final judgments are made by teachers. AI can be used to generate feedback templates, provided these are personalised.
3. **Educational Enhancement:** AI systems that provide personalised learning experiences tailored to individual pupil needs are permitted. For instance, adaptive learning platforms that adjust difficulty based on a pupil's performance may be employed to enhance engagement.
4. **Administrative Efficiency:** AI tools may be utilised to streamline school operations, including curriculum planning, production of teaching and learning resources, marking and attendance tracking to support staff responsibilities and enhance the educational experience for children.

5. **Resource Access:** Staff and Pupils may use AI technologies to access a wider range of educational resources, including virtual assistants, research tools, and educational games, which align with the school's curriculum aims and objectives.
6. **Professional Development:** Staff may use AI for professional development purposes, including participating in training platforms that utilise AI for personalised learning pathways, thus improving their teaching strategies and methodologies.

Prohibited Use of AI in School

To ensure a safe and respectful educational environment, the following uses of AI are strictly prohibited:

1. **Inappropriate Content:** The use of AI systems that lead to exposure to or sharing of inappropriate, harmful, or offensive content is not allowed. Staff must ensure that any AI tools comply with the school's safeguarding policies.
2. **Data Privacy Violations:** Any AI application that collects, stores, or processes personal data of pupils without proper consent or that does not align with data protection regulations is prohibited.
3. **Unsupervised Use by Pupils:** Pupils must not have access to AI tools without direct supervision and clear guidelines from staff.
4. **Academic Dishonesty:** The use of AI for dishonest practices such as cheating, plagiarism, or circumventing assessment processes is strictly forbidden. Pupils must submit work that represents their own understanding and effort.
5. **Replacement of Human Interaction:** While AI can assist educational processes, it must not replace direct interaction and engagement with teachers and peers, which is crucial for social and emotional development.
6. **Exclusionary Practices:** AI technologies that create or reinforce inequalities among pupils based on socio-economic status, ability, or other protected characteristics will not be permitted. The school is committed to fostering an inclusive environment for all learners.

Responsibilities of Stakeholders

To uphold the principles established in this policy, all stakeholders within the school must fulfil their respective roles:

Staff Responsibilities

1. **Training and Awareness:** Staff will receive training on the effective and responsible use of AI technologies, ensuring that they can guide pupils appropriately and make informed decisions.

2. **Monitoring Use:** Teachers and support staff are responsible for the monitoring and evaluation of AI tools, ensuring compliance with this policy and safeguarding pupils from misuse.

Pupil Responsibilities

1. **Adherence to Guidelines:** Pupils are expected to follow the guidelines for acceptable use of AI and to respect the privacy and safety of others.
2. **Honesty and Integrity:** Pupils must commit to maintaining learning integrity by avoiding any form of dishonesty involving AI technologies.
3. **Engagement in Learning:** Pupils should actively participate in learning activities facilitated through AI tools, ensuring that they use these resources to enhance their progress in learning.
4. **Reporting Concerns:** Pupils are encouraged to report any misuse of AI or concerns regarding appropriate content to a teacher or suitable staff member.

Parent and Guardian Responsibilities

1. **Understanding the Policy:** Parents and guardians are encouraged to familiarise themselves with the AI policy and understand the technologies being employed in their children's education.
2. **Open Communication:** Parents should maintain open lines of communication with staff regarding any concerns or questions about the use of AI in the school.

Policy Breaches

Any misuse of AI tools that contravenes this policy will be addressed under the school's disciplinary procedures.

Monitoring and Review

The use of online technology is monitored in real time by SENSO (or similar school specific system), which automatically informs staff if any online activity breaches the Acceptable Use Policy.

This policy will be reviewed annually, or as needed, to assess its impact on teaching, learning, and administration tasks. Staff feedback will inform updates to this policy and consideration of advancements in AI technology will inform any changes necessary. The review will ensure that:

1. **Feedback is Collected:** Regular feedback from all staff and children will be sought to evaluate the effectiveness of AI technologies and the policy's implementation.
2. **Compliance is Assured:** Ongoing scrutiny will be conducted to ensure that AI technologies used within the school comply with the defined guidelines and safeguard practices.

3. **Training is Updated:** Professional development opportunities related to AI will be reviewed and adapted based on the latest research and effective practices.
4. **Ethical Standards are Maintained:** All AI applications will be evaluated against ethical standards in education, ensuring alignment with the school's values and commitment to pupil welfare.

Conclusion

This policy aims to provide a framework for the responsible and effective use of Artificial Intelligence within our school. By clearly defining acceptable and prohibited uses, as well as the responsibilities of all stakeholders, we can harness the benefits of AI technologies while safeguarding the interests of our pupils. As a community, we are committed to fostering an environment where AI serves as a beneficial educational tool, promoting a safe, inclusive, and effective learning experience for every pupil.

In light of the rapid progression of AI, this policy will remain a live document, adaptable to changes in technology and educational practices, ensuring that our school continues to uphold the highest standards in education while embracing innovation responsibly.

Schools across the trust use TeachMate AI, Olex AI and Chat GPT, Co Pilot, RM EasiMaths and Reading Wise.