



STOKENCHURCH PRIMARY SCHOOL & NURSERY



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Everything we do makes a difference to our children; empowering minds and shaping futures.



AI (Artificial Intelligence) POLICY

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Policy on the use of Artificial Intelligence in Schools

This policy has been informed by the Department for Education’s guidance on Generative Artificial Intelligence in Education (2023), which supports the safe, effective and ethical use of AI to reduce workload and improve outcomes while maintaining safeguarding and data protection standards.

Statement of Intent

Artificial Intelligence (AI) is rapidly becoming an important tool in education, offering opportunities to enhance (not replace) teaching, learning, and administrative efficiency. The Department for Education (DfE) recognises that, when used safely and effectively, AI can support every child and young person to achieve their potential and allow staff to focus on high-value educational activities, including lesson planning, personalised feedback, and curriculum development. Following DfE guidance on [generative AI in education](#) and [AI product safety standards](#), we aim to harness these benefits while mitigating risks, ensuring that AI is used responsibly, ethically, and in compliance with safeguarding and data protection requirements. Staff and learners will be educated in the safe, ethical, and GDPR-compliant use of AI, preparing them for a future in which AI technologies are likely to play an increasing role in education. AI tools will be used to free up teacher time for high-value human interactions, such as small-group discussion and social-emotional support. We are committed to the sustainable use of AI, considering the environmental impact of its high energy demands and prioritising intentional, energy-efficient tool selection. To safeguard against the deskilling of our workforce, we treat AI as a 'co-pilot' that automates routine administrative tasks while preserving and enhancing the core pedagogical expertise of our teachers.

Related Policies

This policy should be read in conjunction with other school policies:

- Data Protection Policy
- Staff Discipline policies and Code of Conduct

- Behaviour policy
- Anti-bullying policy
- Online safety policy
- Acceptable Use Agreements

Policy Statements

- The school acknowledges the benefits of the use of AI in an educational context - including enhancing teaching and learning and outcomes, improving administrative processes, reducing workload and preparing staff and learners for a future in which AI technology will be an integral part. Staff are encouraged to use AI based tools to support their work where appropriate, within the frameworks provided below and are required to be professionally responsible and accountable for this area of their work.
- We will comply with all relevant legislation and guidance, with reference to the guidance contained in Keeping children safe in education (KCSIE).
- We will provide relevant training for staff and governors in the advantages, use of and potential risks of AI. We will support staff in identifying training and development needs to enable relevant opportunities.
- We will ensure that, within our education programmes, learners understand the ethics and use of AI and the potential benefits and risks of its use. The school recognises the importance of equipping learners with the knowledge, skills and strategies to engage responsibly with AI tools.
- In line with the Department for Education's guidance on generative AI in education, personal and sensitive data must be protected and therefore should not be entered into AI tools. Any data entered should not contain information that could allow an individual to be identified, and staff should avoid using individual pupil assessment data in AI tools unless it has been fully anonymised and cannot be linked back to an individual.
- Only those AI technologies approved by the school may be used. Staff should always use school-provided AI accounts for work purposes. These accounts are configured to comply with organisational security and oversight requirements, reducing the risk of data breaches.
- We will protect sensitive information. Staff must not input sensitive information, such as internal documents or strategic plans, into third-party AI tools unless explicitly vetted for that purpose. They must always recognise and safeguard sensitive data.
- The school will ensure that when AI is used, it will not infringe copyright or intellectual property conventions – care will be taken to avoid intellectual property, including that of the learners, being used to train generative AI models without appropriate consent.
- AI incidents must be reported promptly. Staff must report any incidents involving AI misuse, data breaches, or inappropriate outputs immediately to the relevant internal teams. Quick reporting helps mitigate risks and facilitates a prompt response.
- The school will audit all AI systems in use and assess their potential impact on staff, learners and the school's systems and procedures, creating an AI inventory listing all tools in use, their purpose and potential risks (Appendix 1)
- To mitigate the risk of discrimination and bias, the school requires that all AI-generated content is reviewed by staff before use. AI tools are not used to make judgements about individual pupils, particularly in relation to behaviour, SEND, safeguarding or attainment. Pupils do not independently access generative AI tools under any circumstances; any classroom use is planned, supervised, and age-appropriate. Concerns relating to biased or inappropriate outputs are reported to senior leaders and addressed promptly. When procuring AI-enabled systems, the school undertakes appropriate due diligence to ensure fairness, safety and data protection compliance.
- The school will support parents/carers in their understanding of the use of AI in the school through an AI guide for parents/carers.
- AI tools may be used to assist teachers in the assessment of learners' work and identify areas for improvement. Teachers may also support learners to gain feedback on their own work using AI. Use of these tools should be purposeful, considered and with a clear focus on ensuring impact and understanding and mitigating risk.
- The school prioritises human accountability. While AI may be used as a 'co-pilot' for drafting and productivity, all content shared with parents or the public remains the responsibility of the member of staff

issuing it. Staff must critically review AI-generated outputs for accuracy, bias, and tone. Formal acknowledgement of AI use is only required where the AI has provided the primary substance of a decision-making framework or where transparency is essential to the integrity of the information.

- We will prioritise human oversight. AI should assist, not replace, human decision-making. Staff must ensure that final judgments, particularly those affecting people, are made by humans and critically evaluate AI-generated outputs. They must ensure that all AI-generated content is fact-checked and reviewed for accuracy before sharing or publishing. This is especially important for external communication to avoid spreading misinformation.
- Improper use of AI tools, including breaches of data protection standards, misuse of sensitive information, or failure to adhere to this agreement, will be subject to disciplinary action as defined in Staff Discipline, Conduct and Grievance Policy Procedures.
- Staff may use generative AI tools to support administrative work, planning, resource development, and other professional duties where doing so clearly adds value and reduces workload. All AI outputs must be reviewed, edited, and approved by the staff member before use. Under no circumstances should personal or sensitive pupil data be entered into public AI systems. Staff must apply professional judgement to ensure accuracy, appropriateness and compliance with GDPR and safeguarding policies. See Appendix 3 for Staff AI Use Guide

Responsibilities

Headteacher and Senior Leaders

Are responsible for the strategic planning of how AI will be used in the school, establishing AI policies and procedures and ensuring that all staff receive relevant training and have a clear understanding of these.

Designated Safeguarding Lead (DSL)

The Headteacher and our Designated Safeguarding Lead have responsibility for online safety in the school. They are expected to have knowledge of AI and its safeguarding implications and an in-depth working knowledge of key guidance. We ensure that they receive appropriate specialist training, commensurate with their role and that ongoing training is provided for all school staff.

Data Protection Officer

The DPO (from turnITon) will be responsible for providing advice and guidance about data protection obligations in relation to the use of AI, including related Data Protection Impact Assessments (DPIAs).

IT Manager

The IT Manager will be responsible for technical support and guidance, with particular regard to cyber-security and the effectiveness of filtering and monitoring systems. The IT Manager is also responsible for checking if products meet the DfE Generative AI Product Safety Standards (released January 2026).

Staff

It is the responsibility of all staff to have read and understood this policy and associated Acceptable Use Agreements. All staff must report any incidents or suspected incidents concerning the use of AI in line with school policy. All staff will challenge any inappropriate behaviour. Staff have a duty to ensure that:

- the school environment is safe
- sensitive and confidential data / information is secure
- that their actions do not put the reputation of the school at risk and that
- learners understand their responsibilities

Governors

We ensure that our governing body has a good understanding of how AI is used in a school context and potential benefits and risks of its use. They receive regular training and updates, enabling them to support the school and challenge where necessary. This may include evaluation of the use of AI in the curriculum, administration and communications, ensuring that risks relating to these issues are identified, that reporting routes are available, and that risks are effectively mitigated.

Parents/Carers

We work hard to engage parents/carers by:

- sharing newsletters
- sharing information online e.g., website, social media
- providing curriculum information

Our parents/carers are made aware of how AI is used in school and receive guidance on both good practice in its use and the risks of misuse that may affect their children's learning or safety. They are encouraged to report any concerns to the school and are made aware that all incidents will be handled with care and sensitivity.

Vulnerable Groups

The school recognises that pupils, particularly those who are vulnerable (including Pupil Premium, disadvantaged, young children, SEND, EAL, and looked-after children), may be at greater risk from the misuse of AI (UNESCO, 2025). AI-assisted outputs are never used to make decisions about individual pupils without human oversight. Pupils do not independently access generative AI tools under any circumstances; any classroom use is planned, supervised, and age-appropriate. Any AI systems that process pupil data or inform decisions about learners will undergo a Data Protection Impact Assessment (DPIA) to identify and mitigate potential risks. Staff ensure that vulnerable learners are supported appropriately to benefit from AI while safeguarding their welfare, data, and inclusion. Assistive AI technologies can be used to close the disadvantage gap.

Reporting

Our reporting systems are well promoted, easily understood and easily accessible for staff, learners and parents/carers to confidently report issues and concerns, knowing these will be treated seriously. All reports will be dealt with swiftly and sensitively and outcomes shared where appropriate. We also respond to anonymous reports, or reports made by third parties. This can be done by speaking to a class teacher; speaking to a member of the Senior Leadership Team, or contacting our Safeguarding Lead -

safeguarding@stokenchurchprimary.bucks.sch.uk All staff will always listen to concerns about the safety and wellbeing of a child. You are also able to report a concern to the Buckinghamshire Safeguarding Children Partnership (BSCP) or alternatively, if you want to discuss any concerns or report a concern anonymously, you can contact the First Response Team on 01296 383962 between 9am-5pm Monday to Friday. If you need an urgent response outside of these hours, contact the Emergency Duty Team (EDT) on 0800 999 7677. If you think a child is in immediate danger, call 999.

Responding to an Incident or Disclosure

Our response is always based on sound safeguarding principles and follows school safeguarding and disciplinary processes. It is calm, considered and appropriate and puts the learner at the centre of all decisions made.

- All AI incidents (including data breaches and/or inappropriate outputs) must be reported promptly to the relevant internal teams. Effective reporting helps mitigate risks and facilitates a prompt response.
- Where relevant / required incidents will be reported to external agencies e.g., Police, LADO, DPO, ICO.
- All AI related incidents will be recorded through the school's normal recording systems.

In the case of misuse of AI by staff, the normal staff disciplinary processes will be followed.

Risk Assessment

It is key that our approach to managing risk aligns with, and complements, our broader safeguarding approach. The school recognises that, despite the many positive benefits of AI, there are risks that must be identified and managed. These are outlined in Appendix 2, which contains the AI Risk Assessment Matrix, including:

- Legal, commercial, security and ethical risks
- Data Protection
- Cyber Security
- Fraud
- Safeguarding and well-being
- Duty of care

Education

Our school's educational approach seeks to develop knowledge and understanding of emerging digital technologies, including AI.

This policy outlines our commitment to integrating Artificial Intelligence (AI) responsibly and effectively within our school environment. We will use AI responsibly, safely and purposefully to support these aims:

- Enhance academic outcomes: Improve educational experiences and performance for pupils.
- Support teachers: Assist in managing workloads more efficiently and effectively.
- Educate on AI use: Promote safe, responsible, and ethical AI practices among staff and learners.
- Develop AI literacy: Incorporate AI as a teaching tool to build AI skills and understanding.
- Prepare for the future: Equip staff and pupils for a future where AI is integral.
- Promote educational equity: Use AI to address learning gaps and provide personalised support.

Our school's approach is to deliver this knowledge and understanding wherever it is relevant within the curriculum. This will include:

- Computing
- PHSE
- Cross curricular programmes

Our approach is given the time it deserves and is authentic i.e., based on current issues nationally, locally and within our school's risk profile. It is shaped and evaluated by learners and other members of the school community to ensure that it is dynamic, evolving and based on need. We may do this through:

- Learner assessment
- Critical evaluation of emerging trends and research findings
- Parental engagement
- Staff consultation
- Engaging with learners
- Staff training

The following resources are used:

- [UKCIS Sharing nudes and semi-nudes: advice for education settings working with children and young people \(including updated AI reference\)](#)
- [ProjectEVOLVE](#)
- [UKCIS DSIT 'Education for a Connected World'](#)

Training

As AI becomes an integral part of modern education, it is essential for staff to be trained in its effective use. Training equips educators with the knowledge and skills to integrate AI tools responsibly into teaching, learning, and administrative processes. It ensures that AI is used to enhance educational outcomes, streamline workloads, and promote equity while safeguarding ethical practices and data privacy. By fostering AI literacy, staff can confidently prepare pupils for a future where AI is a key driver of innovation and opportunity.

- We will provide comprehensive training to all staff on the effective, responsible, and ethical use of AI technologies in education, ensuring these tools enhance teaching, learning, and administrative processes.
- We will integrate AI-related risks and safeguards into annual safeguarding training, aligning with statutory guidance.
- We will ensure all staff are equipped with the knowledge and skills to confidently integrate AI into their professional practice and to prepare pupils for a future shaped by AI-driven innovation and opportunities.
- We will train staff to identify, assess, and mitigate risks associated with AI technologies, including issues such as biased algorithms, privacy breaches, and harmful content.
- We will train staff on robust data protection practices, ensuring compliance with UK GDPR and other relevant regulations while using AI systems.
- We will promote ethical practices in the use of AI, ensuring that these technologies contribute to equity, fairness, and inclusivity in education.
- We will empower educators to teach learners about the safe and ethical use of AI, cultivating a culture of awareness, resilience, and informed decision-making in the digital age.
- We will train staff to use AI responsibly as a tool to monitor and address online risks, reinforcing our commitment to a safe learning environment.

Handling Data & Privacy

Data Protection Principles

In accordance with the DfE 2026 Product Safety Standards, the school prioritises the security of pupil and staff information above all other AI benefits.

- **The 'No Personal Data' Rule:** Staff must not input personally identifiable information (PII) into generative AI tools. This includes names, addresses, photos, or specific medical/SEND details.
- **Anonymisation by Default:** Where AI is used to assist with drafting reports or feedback, staff must use placeholders (e.g., 'Pupil A') and remove any context that could identify an individual.
- **Commercial Safeguards:** The school will only approve AI tools that guarantee data will not be used to train their models or repurposed for commercial gain without explicit, legal consent.

AI-Assisted Report Writing (Strictly Limited Use)

Staff may use school-approved AI tools only to assist with the initial drafting, structuring, or phrasing of pupil reports to reduce administrative burden.

- **Non-Identifiable Data:** Staff must never input identifiable pupil names, specific medical needs, or sensitive personal data into any AI tool. Use generic placeholders (e.g., 'Pupil A') to maintain total anonymity.
- **Professional Accountability:** AI must not be used to generate the final assessment or judgment. Staff remain 100% professionally accountable for the accuracy of every report; every statement must be verified against the teacher's own observations and professional records.
- **The "Human Voice" Standard:** Reports must reflect the unique progress and personality of the child. AI-generated text should serve only as a skeleton for the report and must be heavily edited to remove generic "AI-slop" or robotic phrasing.
- **Authenticity Guarantee:** The final output must be an authentic reflection of the teacher's professional insight. If a report is found to be a generic AI output that does not accurately reflect the specific child, it will be returned for a full rewrite.

Vetting New Tools

Before any new AI tool is introduced to learners or used for staff administration, it must be vetted by the IT Manager and DPO to ensure it meets the following DfE criteria:

- **Embedded Filtering:** It must block harmful or biased content at the source.
- **Safeguarding Alerts:** For tools used by pupils, the system must have a direct mechanism to alert the DSL to signs of distress or prohibited content.
- **Anti-Manipulation:** The tool must not use 'dark patterns' or flattery to encourage excessive screen time or emotional dependency.

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1 - AI Inventory

AI Tool	Who Uses It	Purpose	Personal Data Involved	Potential Risks	GDPR / School Controls in Place
Canva AI (Magic Write, image generation)	Staff & pupils (supervised)	Creating teaching resources and visual materials	None permitted	Copyright issues; inappropriate or biased content	Staff review all outputs; pupils only use AI under supervision; no personal data entered; filtered and age-appropriate; resources checked before classroom use
Google Gemini (within Google Workspace)	Staff	Writing support, lesson planning, productivity tasks	None permitted	Data security; over-reliance on AI-generated content	Used within school-managed Google Workspace tenancy; personal data entry restricted; aligns with GDPR, IT, and acceptable use policies
Oak National Academy - Aila	Staff	Lesson planning	None permitted	Data security; over-reliance on AI-generated content	Used within school-managed Google Workspace tenancy; personal data entry restricted; aligns with GDPR, IT, and acceptable use policies
ChatGPT (PAID VERSION ONLY – you must opt out of model training via settings)	Staff	Drafting lesson ideas, emails, policies, administrative content	None permitted	Inaccurate information; data protection breach if personal data is entered	Staff guidance prohibits entering pupil, parent/carer, or staff personal data; outputs reviewed and edited before use
KeyGPT (The Key)	Staff	Drafting lesson ideas, emails, policies, administrative content	None permitted	Data security; over-reliance on AI-generated content	Staff guidance prohibits entering pupil, parent/carer, or staff personal data; outputs reviewed and edited before use
Teachmate.AI	Staff	Writing support, lesson planning, productivity tasks	None permitted	Inaccurate information; data protection breach if personal data is entered	Staff guidance prohibits entering pupil, parent/carer, or staff personal data; outputs reviewed and edited before use
Twinkl AI (Ari)	Staff	Writing support, lesson planning, productivity tasks	None permitted	Inaccurate information; data protection breach if personal data is entered	Staff guidance prohibits entering pupil, parent/carer, or staff personal data; outputs reviewed and edited before use

2 – Risk Assessment Matrix

Risk Area	Risk Description	Likelihood	Impact	Risk Level	Mitigation Measures
Data Protection & Privacy Breaches	Staff enter sensitive pupil, parent/carer, or staff personal data into AI tools (e.g. Gemini), risking GDPR breaches.	Med	High	High	Staff must never input personal data into AI tools. AI use for reporting, planning, or emails should use anonymized or synthetic data. Approved tools only. Staff trained on GDPR and data handling. AI inventory maintained.
Cyberbullying / Inappropriate Communication	AI-generated communication could be misused or contain inappropriate suggestions.	Low–Med	Med	Med	Staff review all AI-generated content before sharing. Pupils only access AI under supervision. Clear reporting and monitoring procedures in place. Parents/carers informed of AI policy.
Over-reliance on AI	Staff may overuse AI for reports, emails, or lesson plans, reducing professional judgment, critical thinking, or creativity.	Med	Med	Med	Staff guidance defines when AI can be used and emphasises human editing. Regular review of reports, planning, and content to maintain quality and oversight.
Emotional Manipulation / Pupil Welfare	AI outputs (e.g., lesson content, examples) could unintentionally affect pupil wellbeing or contain emotionally charged content.	Low	Med	Low	All AI-generated content reviewed by staff before classroom use. Staff trained to identify and adapt potentially sensitive material.
Inappropriate Content / Bias	AI may generate biased, offensive, or unsuitable outputs affecting staff decisions, reports, or resources.	Med	Med	Med	Staff review and edit AI outputs. Awareness training on AI bias and discrimination. Inclusive language and equality checks applied before sharing.
Mental Health Impacts	Staff overuse AI for reporting or admin, causing stress, dependency, or reduced professional engagement.	Low	Med	Low	Structured AI use policies. Encourage human oversight, collaboration, and balance with traditional methods. Staff wellbeing monitored.
Misuse of AI	Staff or pupils using AI for unethical purposes (plagiarism, falsifying reports, creating inappropriate content).	Low–Med	High	Med	Clear staff and pupil policies on responsible AI use. Supervision and professional accountability enforced. Sanctions or guidance applied if misused.
Misinformation / Inaccurate Outputs	AI outputs reports, lesson content, or resources that are factually incorrect or misleading.	Med	Med	Med	Staff always review and verify AI outputs before sharing internally or externally. Human judgment takes priority.
Digital Divide	Some staff or pupils may not have equitable access to AI tools or training.	Med	Med	Med	Provide staff training and ensure AI tools are available on school devices. Pupil AI access structured and supervised; alternative non-AI activities provided.

Risk Area	Risk Description	Likelihood	Impact	Risk Level	Mitigation Measures
AI Ethics Awareness	Staff or pupils unaware of ethical risks, bias, and responsibilities when using AI.	Med	Med	Med	Mandatory staff training on AI ethics and GDPR compliance. Pupil guidance provided through age-appropriate lessons. AI ethics included in CPD.
Data Accuracy / Decision Support Risks	AI-generated suggestions (reports, assessment summaries, lesson planning) are inaccurate or inappropriate.	Med	Med	Med	Staff maintain full responsibility for decisions. AI outputs are double-checked and validated. Correct errors promptly.
Legal Compliance	Staff or pupils using AI in ways that conflict with UK GDPR, copyright, or safeguarding law.	Low-Med	High	Med	Use only approved, GDPR-compliant tools. Policies reviewed regularly. Legal and safeguarding compliance checked before implementing new AI tools.
Cybersecurity	AI tools create potential vulnerabilities in school IT systems or data.	Med	High	High	Only school-managed accounts for AI use. Standard IT security measures applied: MFA, firewalls, patching. Staff trained in safe use. Suspicious activity reported immediately.

Likelihood and Impact Definitions

- **Likelihood:** The likelihood that the identified risk will occur.
 - Low: Unlikely to occur under normal circumstances.
 - Medium: Possible occurrence based on past trends or vulnerabilities.
 - High: Likely to occur without intervention.
- **Impact:** The severity of impact should the risk materialise.
 - Low: Minimal disruption with limited consequences.
 - Medium: Moderate disruption affecting key processes.
 - High: Significant disruption with severe consequences.

Review and Update

The school will review and update this matrix annually or whenever new AI technologies or safeguarding challenges arise.

3 – Staff AI Use Guide - Stokenchurch Primary School

1. Purpose of AI Use

AI is a tool to support staff, save time, and enhance work efficiency – never to replace professional judgment. It can help with:

- Drafting emails, letters, newsletters
- Generating lesson ideas or templates
- Formatting documents or tables
- Summarising non-sensitive information

2. Dos

- Use AI to save time on administrative or routine tasks
- Use AI to brainstorm ideas for lessons, resources, or activities
- Review, edit, and take ownership of all AI outputs
- Check facts in AI-generated content – don't assume it's correct
- Use approved, GDPR-compliant AI tools only (e.g., Google Gemini in Workspace, Canva)
- Follow school online safety and safeguarding policies

3. Don'ts

- Staff must not enter personal or sensitive pupil data, including individual assessment data, into AI tools. Aggregated, non-identifiable data may be used where appropriate and in line with this policy.
- Don't rely solely on AI for judgments about pupils, assessments, or reports
- Don't share AI outputs without checking for bias, appropriateness, and accuracy
- Don't use free/public AI accounts for school work if it involves sensitive information
- Don't assume AI can replace human review

4. Practical Examples

Task	AI Use Allowed	AI Use Not Allowed
Lesson Planning	Generate ideas, create generic templates	Enter pupil names / assessment data
Reports / Communications	Draft letters, summaries (anonymised data only)	Include pupil personal info, grades, or safeguarding notes
Resources	Generate graphics, diagrams, worksheets	Create content that directly references pupils or sensitive cases
Admin / Formatting	Draft agendas, tables, timetables	Use AI to decide staffing, pupil groupings, or individual interventions

5. Checklist Before Using AI

Before sharing or acting on AI-generated content, ask yourself:

1. Have I reviewed and edited the content thoroughly?
2. Does this output contain any personal or sensitive pupil data?
3. Is the information accurate, unbiased, and age-appropriate?
4. Am I using an approved AI tool?
5. Am I complying with safeguarding, GDPR, and school policies?
6. Would I be comfortable explaining this output to a parent/carer, governor, or inspector?

6. Tips for Effective AI Use

- Use AI to save time, not to replace professional judgment
- Keep outputs editable and adaptable
- Treat AI as a co-pilot, not a decision-maker
- When in doubt, review, remove, or rewrite content before use

If you are unsure whether a particular use of AI is appropriate, do not proceed and seek advice from a member of SLT, the DSL or the DPO.

4 – Staff Use of AI Acceptable Use Agreement

School Policy

Emerging technologies, including Artificial Intelligence (AI), are increasingly integrated into educational settings and the lives of staff and learners. These technologies have immense potential to enhance creativity, promote personalised learning, and improve operational efficiency. However, their use also presents risks that require clear policies and practices to ensure safety, security, and ethical application.

This acceptable use policy aims to ensure:

- Staff and volunteers are responsible users of AI and emerging technologies, prioritising safety and ethical considerations.
- School systems and users are protected from misuse or harm resulting from the use of AI.
- Staff understand their responsibilities when engaging with AI and emerging technologies in professional and personal contexts.

Acceptable Use Policy Agreement

I understand that I must use AI and emerging technologies responsibly to minimise risks to the safety, privacy, or security of the school community and its systems. I acknowledge their potential to enhance learning and will integrate them in ways aligned with the school's policy, ethos, and values.

For my professional and personal safety:

- I understand that the school will monitor my use of AI tools and technologies.
- I will only use AI tools and technologies for purposes authorised by the school and will ensure compliance with data protection laws (e.g. UK GDPR) when handling personal data.
- I will not enter sensitive or personally identifiable information about staff, students, or parents/carers into AI systems.
- I will report any AI-related incidents or anomalies that could indicate misuse, bias, or harm to the appropriate person immediately.

In my communications and actions:

- I will respect copyright, intellectual property, and ethical standards when uploading content to prompt AI output.
- I will critically evaluate the outputs of AI systems to avoid spreading misinformation or biased content and ensure all AI-assisted decisions have human oversight.
- I will communicate professionally and responsibly when using AI systems.
- I will ensure transparency through appropriate attribution where AI has been used.

When engaging with learners:

- I will support learners on the safe, ethical, appropriate and effective use of AI.
- I will use AI tools to engage with learners in ways that uphold and enhance their privacy, wellbeing, and trust.

When using the school's systems and resources:

- I will use AI systems in compliance with established security measures and access protocols.
- I will ensure that any AI applications used in teaching or administration are vetted and comply with the school's policies.
- I will ensure generative AI tools are not used to impersonate others or create deceptive or harmful content.

When handling data:

- I will ensure compliance with the school's data protection policies when using AI for data analysis or reporting.
- I will not upload sensitive school-related information into generative AI systems.

Responsibility and Accountability:

- I will use generative AI tools responsibly to create authentic and beneficial content, ensuring respect for individuals' identities and well-being.
- I understand that misuse of AI or emerging technologies could lead to disciplinary actions, including warnings, suspension, or referral to the appropriate authorities.
- I acknowledge that this agreement applies to all AI-related activities within and outside of school premises that are connected to my professional responsibilities.