



## USE OF AI (Artificial Intelligence) IN SCHOOL POLICY

Responsible: Governing Body

Agreed: May 2024

To be reviewed: Annually (or earlier if legislation changes or in event of incident)

Reviewed (and notes): September 2025 (strengthened, links to vision and values, communication with stakeholders)

### Introduction

At St. Peter & St. Paul CE Primary School, we recognise the opportunities and challenges that Artificial Intelligence (AI) brings to education. In line with our vision and values of **courage, respect, and compassion**, this policy sets out how AI will be used responsibly to enhance teaching and learning, support staff wellbeing, and uphold the highest standards of safety and ethics.

Our approach is to embrace AI courageously as an innovative tool, to apply it respectfully in partnership with staff, students, and parents, and to use it compassionately by ensuring inclusion and equity for all. A key focus is safeguarding children, protecting data privacy under UK GDPR, and ensuring that human judgement remains central to all educational decision-making.

### Objectives

Our school AI policy is designed:

1. To enhance the educational experience through the integration of AI.
2. To support staff wellbeing through workload reduction using AI.
3. To promote an understanding and ethical use of AI among students, staff, and the wider community.
4. To protect the data privacy and rights of our school community in line with UK GDPR.
5. To ensure AI is used inclusively, supporting children with SEND and promoting equity for all learners.
6. To safeguard pupils from risks associated with AI use, including exposure to inappropriate content, bias, or over-reliance on AI tools.

---

### Enhancing the Educational Experience

#### 1. Student-Facing AI Applications

AI-powered tools that directly interact with pupils will be carefully evaluated and approved. Examples include adaptive learning platforms, intelligent tutoring systems, and language-learning applications.

**Guidance for use:**

- Teachers and leaders must fully understand the tool before implementation.
- AI tools must never replace traditional teaching but should supplement it.
- Pupils must be encouraged to think critically about AI outputs.
- SEND accessibility must be prioritised.
- Safeguarding and online safety protocols must always be observed.

## 2. Planning and Preparation

Teacher-facing AI tools may support lesson planning, curriculum development, and content creation.

**Guidance for use:**

- Teachers retain full professional responsibility for all plans and resources.
- AI outputs must always be checked for accuracy and appropriateness.
- Collaborative use of AI is encouraged to share best practice.
- Staff may request training to develop confidence and understanding.

## 3. Data Analysis

AI may support analysis of test scores, attendance, and engagement metrics to inform teaching strategies.

**Guidance for use:**

- AI-generated insights should inform, not replace, teacher judgement.
- All analysis must be ethical, confidential, and GDPR compliant.
- Data must only be used for its intended educational purpose.

---

## Supporting Staff Wellbeing

AI tools may be used to reduce workload by automating administrative tasks, generating resources, or streamlining planning.

**Professional responsibility remains with teachers.**

- Staff must critically evaluate all AI outputs before use.
- AI should not be used to generate assessment judgements or official reports without teacher oversight.
- Staff are encouraged to share feedback to improve collective practice.

---

## Ethical Use and Safeguarding

- AI tools must be used fairly, transparently, and inclusively.
- Staff and pupils must be protected from harmful or biased content.
- Safeguarding training will include awareness of AI risks.
- AI use will always be consistent with our Safeguarding and Child Protection Policy.

---

## Training and Professional Development

- Staff will receive regular training on AI applications, ethics, and GDPR.
- Opportunities will be provided for staff to share best practice.
- Governors will be kept informed of developments and training outcomes.

---

## Transparency and Communication

We will be open with our school community about how AI is used.

- **Pupils** will learn about AI in an age-appropriate way, developing digital literacy and critical thinking.
- **Parents** will be informed about AI applications in school and have the opportunity to raise questions or concerns.
- **Governors** will receive updates on the impact, risks, and benefits of AI use.

---

## GDPR and Data Protection

In line with UK GDPR, all AI tools must:

- Be compliant with data protection by design.
- Minimise the amount of personal data collected.
- Clearly state how data is processed and stored.
- Allow for data subject rights (access, rectification, deletion).
- Be regularly audited for compliance.
- Have incident response plans in place for breaches.

---

## Approval, Accountability, and Monitoring

- Only school-approved AI tools may be used.
- Senior Leaders (Headteacher and Deputy Headteacher) are responsible for oversight.
- Impact will be monitored through staff feedback, pupil outcomes, and workload surveys.
- Governors will receive an annual report on AI use, including benefits, risks, and next steps.

---

## Conclusion

AI presents powerful opportunities to improve education and reduce workload, but it must be used responsibly and ethically. At St. Peter & St. Paul CE Primary School, we are committed to ensuring AI use reflects our Christian vision and our values of courage, respect, and compassion, placing the wellbeing and progress of children at the heart of all decision-making.