



Wickham Common Primary School

Responsible Use of Artificial Intelligence Policy 2024 - 2025

All schools in Mosaic Schools Learning Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Staff Responsible:
Headteacher

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1. Introduction and Aims

1.1. Artificial Intelligence (AI) technology is already widely used in both commercial and everyday applications, and its influence is anticipated to grow exponentially, impacting almost all industries and job sectors including education. Generative AI refers to technology that can be used to create new content based on large volumes of data that models have been trained on from a variety of works and other sources. Generative AI is a rapidly evolving and increasingly freely available technology generating writing, audio, codes, images and video simulations. Whilst this offers opportunities for schools and their pupils, it also increases risk.

1.2. AI is an integral part of the modern world and offers numerous opportunities for enhancing teaching, learning, and administrative processes. This policy establishes guidelines for the responsible and effective use of AI within our School.

By embracing AI technology, we aim to:

- Enhance academic outcomes and educational experiences for pupils
- Support teachers in managing their workload more efficiently and effectively
- Educate staff and pupils about safe, responsible and ethical AI use
- Incorporate AI as a teaching and learning tool to develop staff and pupils' AI literacy and skills
- Prepare staff and pupils for a future in which AI technology will be an integral part
- Promote equity in education by using AI to address learning gaps and provide personalised support
- Improve and streamline school operations to minimise cost and maximise efficiency.

1.3. All users of AI will comply with applicable laws, regulations, policies and guidelines governing Keeping Children Safe in Education, intellectual property, copyright, data protection and other relevant areas. There will be no unauthorised use of copyrighted material or creation of content that infringes on the intellectual property of others. We will prioritise the safeguarding of our pupils and their online safety and will not knowingly use any AI technology that puts their safety or privacy at risk. Staff will not allow or cause intellectual property, including pupils' work, to be used to train Generative AI models without appropriate consent or exemption to copyright.

1.4. We recognise that technology is rapidly evolving and are committed to remaining at the forefront of developments, adapting our ways of working as necessary. We recognise the leadership in the education sector provided by the Department of Education and the guidance set out in their Statement on Generative Artificial Intelligence in Education. This AI policy has been informed by that guidance. As guidance and technology changes, the policy therefore will need to remain under regular review. This policy will be reviewed annually.

1.5. We will be transparent and accountable about the use of AI technology so that stakeholders, including staff, pupils, parents and other partners understand where and how AI is used and who is responsible. Any stakeholder feedback or questions about the use of AI will be considered and responded to appropriately.

1.6 By adhering to this policy, we aim to foster a responsible and inclusive environment for the use of AI in education upholding privacy, fairness, and transparency for the benefit of all involved.

2. Scope

This policy applies to all staff, including temporary staff, consultants, governors, volunteers, and contractors who may use AI in their professional roles. The policy is also relevant to any AI tools or systems used by the school for educational or administrative purposes.

3. Key definitions

- **Artificial Intelligence:** Artificial intelligence (AI) refers to technology that can make computers learn and have human-like intelligence. A machine can be programmed to perform human-like tasks, based on the information it takes from its surroundings and from previous experience. AI is able to process language, learn and problem-solve.
- **Bias:** Some information on the Internet is influenced by the opinion of the creator and is therefore biased. Copyright: A law that prevents people from copying the creative work of others without their permission.
- **Generative AI:** Generative AI is a tool that can create text, images or videos based on the input it receives. Stakeholders: People who are involved in the setting, such as staff, students, parents and governors.

4. Use of A.I. by staff

4.1. Staff are permitted to explore and utilise AI-based tools and technologies to assist in managing their work. Examples of such tasks may include marking and feedback, report writing, lesson planning, professional development and facilities management. AI can provide valuable support while still incorporating professional judgment and expertise.

4.2. AI tools will be used responsibly, ensuring they complement staff professional judgment and expertise, without replacing them.

4.3. Staff remain professionally responsible and accountable for the quality and content of any output generated by AI, however generated or used.

4.4. Staff will receive appropriate training and support to effectively integrate AI into their work including professional development opportunities focused on AI tools and their effective integration into school administrative and teaching practices. Training and support will be planned as part of staff personal development reviews and appraisals or on an as-needed basis. Staff have a responsibility to identify any training and development needs to ensure they adhere to this policy and should discuss these with their line manager.

4.5 AI tools can assist staff in gathering and creating relevant educational resources, creating whole group or personalised lesson plans, generating extension tasks or scaffolded work, and identifying potential knowledge gaps. For instance, AI-based platforms can suggest specific topics or learning activities. Teaching staff are permitted to use these suggestions as a starting point, incorporating their professional expertise to customise the lesson plans and make necessary adjustments to ensure pupil learning objectives are met.

4.6. AI tools can be utilised to automate certain aspects of marking of pupil work, such as multiple-choice or filling-the-blank assessments. Teaching staff can use AI-powered marking software to speed up scoring fact-based responses to objective questions, providing more time to support pupils individually.

4.7. Teaching staff can also use AI to identify areas for improvement in more subjective written answers. Teaching staff will review and verify AI-generated marks or feedback to ensure accuracy, and add their professional judgment, especially when evaluating subjective or open-ended responses that require deeper analysis and interpretation.

4.8. Teaching staff can use AI to assist in writing pupil reports, ensuring accuracy and efficiency while maintaining their professional judgment. Where AI has been used to support with report writing, the staff member will always review and modify the AI-generated reports to ensure they reflect their own observations, assessments, and personalised feedback.

4.9. Staff can use AI as a starting point to gather relevant information and identify patterns in pupil attainment, but they should rely on their expertise to provide a comprehensive and holistic evaluation of each pupil's progress. By using AI responsibly in pupil progress analysis, staff can streamline the process, save time, and ensure consistency. However, they remain the key decision-makers in evaluating and providing feedback on pupils' academic achievements and overall development.

4.10. Where staff use AI as part of their work, they will be clear where it has been used and what additional professional review or revision has been carried out. Staff will not use school AI tools or data for personal gain or for any means in contravention of applicable laws.

5. Use of A.I. by pupils

We are aware of the need to educate our pupils and prepare them for the workplace, where AI will potentially play a key role. This policy provides guidelines for the responsible and ethical use of AI within our school. Although pupils under the age of 13 will not directly use AI, this policy ensures that AI is used effectively and safely by staff to enhance teaching, learning, and administrative functions, as well as teaching pupils how to use AI responsibly prior to them moving onto the secondary phase of their education.

6. The Ethical Use of A.I.

- a. The use of AI systems, in particular Generative AI, will be carried out with caution and an awareness of their limitations.
- b. AI tools used in the school must be fair, transparent, and free from bias.
- c. Staff should critically evaluate AI outputs for accuracy and fairness. AI will not be used to process personal data of students, and all data entered into AI systems must be handled in compliance with the school's Data Protection Policy.
- d. All AI tools must have human oversight, ensuring that decisions or outputs generated by AI are reviewed by staff to maintain the integrity and ethical standards of the school.

7. Data Protection Implications of Using A.I.

7.1. Staff and pupils should be aware that any information entered into a Generative AI model is no longer private or secure. Staff and pupils must not enter any personal information (personal data, intellectual property or private information including commercially sensitive information,

such as contracts) into any Generative AI model. Staff should make themselves aware of and inform pupils about the data collection, storage, and usage practices associated with AI technologies, particularly Generative AI.

7.2 Staff who wish to utilise AI tools must ensure that the potential new use is assessed to consider if a Data Protection Impact Assessment is required and follow the school Data Protection Policy and [Data Protection Impact Assessment Process/Procedure].

7.3. When signing up to use certain Generative AI models, names and email addresses may be required; this data sharing may require a Data Protection Impact Assessment to be carried out, when advice should be sought from the Headteacher.

8. Cyber security

Our school will take appropriate measures to guarantee the technical robustness and safe functioning of AI technologies, including:

- Implementing rigorous cybersecurity protocols and access controls through measures such as encryption, security patches and updates, access controls and secure storage.
- Establishing oversight procedures and controls around data practices, system changes, and incident response to maintain integrity.
- Ensuring that any suspected or confirmed security incidents are reported to Headteacher and the Data Protection Officer.
- Carrying out an evaluation of the security of any AI tool before using it. This includes reviewing the tool's security features, terms of service and data protection policies. This work will form part of the DPIA process.
- Maintaining vigilance against material that may be a deepfake (a synthetic media which can be used to create realistic and convincing videos or audio of people saying or doing things they haven't. These can be used to spread misinformation or impersonate someone to commit cyber fraud).
- Training staff and pupils to be aware of the importance of Cyber Security and the potential involvement of AI to carry out cyber-crime.

9. Monitoring and Evaluation

The AI policy will be reviewed annually or as needed to adapt to changes in technology and regulatory guidance. Feedback from staff and other stakeholders will be considered in the ongoing evaluation and development of AI practices within the school. Regular audits will be conducted to ensure that AI use within the school complies with this policy and relevant legal frameworks.

10. Roles and Responsibilities

- **Headteacher:** It is the responsibility of the headteacher to communicate this policy to the school community, to ensure that it is followed consistently and reasonably, and that a member of the leadership team has been identified to take overall responsibility.
- **Computing Lead:** The computing lead oversees the use of AI within the school, ensuring alignment with educational goals, ethical standards and this policy. The computing lead will also be responsible for training staff to use AI safely and effectively.

- **Staff:** All staff including governors, senior leaders, teaching and non-teaching staff, to support, uphold and implement this policy accordingly.

11. [Links with other school policies and practices](#)

This policy links with a number of other school policies, practices and action plans including:

- Behaviour and discipline policy
- Child protection and safeguarding policy
- Confidentiality policy
- Online safety and Acceptable use policies (AUP)