Artificial Intelligence Usage Policy

Approved by:	**Headteacher**	
	Chair of Governors	
Adopted by Governors	**July 2025**	
Last reviewed on:	**May 2025**	
Next review due by:	**July 2026**	

1. Aim of the Policy

The aim of this policy is to outline the appropriate use of Artificial Intelligence (AI) tools in Chetwynd Junior School, ensuring that their implementation supports teaching, learning, and administration while maintaining compliance with UK GDPR, safeguarding principles, and the school's commitment to data protection and security.

This policy governs the use of the following AI tools in our school:

- **Microsoft CoPilot**
- **AIla (Oak National Academy)**
- **Google Gemini**
- **Reading Coach**
- **Microsoft Education AI tools**
- **Report Assist AI**
- **TeachMate AI**

These tools will be used solely for administrative, planning, and educational resource development purposes. AI will **not** be used for personal data processing or marketing, and children will **not** directly interact with AI tools due to existing age restrictions.

2. Scope

This policy applies to all staff, including teaching, locum (supply), volunteers and administrative personnel, who may use AI tools for any non-personalised purpose within the school environment. While children will not directly use AI tools, they will be taught about the ethical use of AI and its applications as part of the Computing National Curriculum (England).

3. How AI Tools Will Be Used

AI tools will be used to:

- Support lesson planning and curriculum development.
- Draft resources, emails, and letters for administrative purposes.
- Assist with student engagement through educational tools (e.g., Reading Coach).
- Generate age appropriate images to, text, video, simulations or code for educational purposes.
- Enhance staff efficiency by providing automated suggestions for improving teaching materials and daily administrative tasks.

AI tools must not be used to:

- Process, analyse, or store personal data of pupils, staff, or other individuals.
- Engage in marketing activities.
- Make automated decisions regarding pupils or staff.

Children will **not** directly use AI tools due to age restrictions set by providers. Instead, they will be taught about AI through lessons that align with the Computing National Curriculum (England), focusing on understanding the role of AI in society, its benefits, and its limitations.

4. Monitoring and Accountability

The use of AI tools will be monitored to ensure compliance with this policy, the school's Data Protection Policy, Acceptable Use Policy, Safeguarding and Child Protection Policy and Online Safety policy.

- **Access Control:** Staff must use AI tools with authorised school accounts only. Access will be controlled and managed by the IT department. The use of personal accounts to access AI tools is not prohibited.
- **Output Review:** Staff must review AI-generated outputs for accuracy, quality, relevance, ethical considerations and appropriateness before use.
- **Monitoring:** develop clear policy and procedure for using AI appropriately, regularly review AI tools used in school to ensure appropriateness to tasks undertaken, provide regular training to staff using AI (admin, teaching and TA teams), review DPIA for use of AI in school annually.
- **Intellectual property:** Abide by legal responsibilities when using AI for both text and images.
- **Emerging AI:** Staff to discuss new AI tools that they may become available to them so that they can be assessed for the school.

Any misuse of AI tools must be reported immediately to the Headteacher (Stephanie Lawes or Emily Ball), Data Protection (Stephanie Lawes) or WCC Data Protection Officer (DPO).

5. Security of Personal Data

To ensure the security of personal data:

- AI tools will not be used to input, process, or analyse personal or sensitive data.
- All staff will receive training on data protection principles, specifically regarding anonymised and non-personalised inputs into AI tools regularly.
- Any outputs containing sensitive or inappropriate information must be discarded and reported to the Data Protection (who will raise this with WCC DPO if needed).
- AI providers must comply with UK GDPR, and contracts with providers will be reviewed to ensure compliance.

6. Training Requirements

All staff using AI tools will receive training on:

- The appropriate use of AI in line with this policy.
- Safeguarding and data protection principles when using AI.
- Recognising and addressing potential biases or inaccuracies in AI-generated outputs.
- Procedures for reporting concerns or misuse of AI tools.

7. Safeguarding Considerations

The school recognises its duty to safeguard children and prevent potential risks associated with AI use. To this end:

- AI tools will not be used to communicate directly with pupils.
- Staff must review AI-generated educational content to ensure it aligns with safeguarding standards and age-appropriateness.
- Pupils will be educated on AI concepts and tools in a safe, age-appropriate manner as part of the Computing National Curriculum (England). This will not include direct use of AI tools in school.
- Concerns about inappropriate or harmful content generated by AI tools must be reported immediately to Stephanie Lawes or DSL

8. Linked Documents

This policy should be read in conjunction with the following school policies:

- **Online Safety Policy**
- **Acceptable Use Policies (AUP)**
- **Staff Code of Conduct**
- **Data Protection Policy**
- **Safeguarding and Child Protection Policy**

These documents collectively establish the school's expectations for the safe and responsible use of technology.

9. Policy Review and Updates

This policy will be reviewed annually or whenever significant changes occur in AI technologies or their usage within the school. The review will be conducted by the Headteacher in conjunction with Emily Ball and Sarah Fitzgerald Entrust Education and WCC ICTDS technical services, incorporating feedback from staff and any relevant stakeholders.

Policy Approval
Headteacher
Date: May 2025