STICKLAND'S CE VE PRIMARY SCHOOL

Adopted date:	**23 March 2026**
Signature of Headteacher:	
Signature of Governing body:	
Next review date	**March 2027**

AI Policy

Introduction

At Stickland's CE VA Primary School, we recognise the potential for Artificial Intelligence (AI), particularly Generative AI (e.g., ChatGPT), to transform how our school is managed and how pupils learn. This policy outlines our approach to integrating AI responsibly into our operations and educational practices, enabling everyone to benefit from new technologies while educating them about safe, responsible, and ethical AI use.

We adhere to the guidance set out in the Department for Education's Statement on Generative Artificial Intelligence in Education. This policy has been informed by that guidance.

All users of generative AI will comply with relevant laws, regulations, policies, and guidelines governing Keeping Children Safe in Education, intellectual property, copyright, data protection, and other relevant areas. We prioritise the safeguarding of our pupils and their online safety and will not knowingly use any AI technology that puts them at greater risk. Staff will not provide intellectual property, including pupils' work, to be used to train Generative AI models without appropriate consents or exemptions in place.

Core Principles

When we invest in, implement, and use AI in our school, we follow these key principles:

1. Equity and Inclusion: We commit to deploying AI technologies in a way that is equitable and promotes inclusion, addressing biases and ensuring fair access to educational opportunities for all pupils.

2. Transparency: We prioritise transparency in AI usage, ensuring that students, families, and staff understand how and where it is used and the effects on teaching and learning.

3. Privacy: We apply strict data protection standards, including safeguarding student and staff data used in AI applications. Our full data protection policy can be found here. AI Policy

4. Accountability: We hold ourselves accountable for the ethical design, development, and implementation of AI systems, regularly reviewing their impact and efficacy. Miss Adler, our Headteacher, oversees these efforts.

5. Educational Value: We consider how AI applications align with the curriculum scope and objectives and serve to improve teaching and learning experiences and outcomes for pupils. We use AI as an administrative and educational tool, and actively develop staff and pupils' AI literacy and skills. We use AI to help teachers manage their workload rather than add to it, and to improve and streamline school operations to maximise time and resources available for teaching and learning.

Guidelines for Staff

• Staff must not share personal or private information with AI tools without permission from their manager.

• Staff are permitted to explore and use AI-based tools and technologies to support their work where no proprietary or personal information is shared with the AI tool. Examples may include the use of licensed AI tools for lesson planning, production of curriculum materials, and administration. Staff must be transparent with their manager about their use of generative AI. Before using new systems or software, the school's IT lead should be consulted.

• Staff must ensure that any potential new use of AI tools is assessed to consider if a Data Protection Impact Assessment is required.

• AI tools will be used responsibly, ensuring they complement expertise but do not create a substitute for professional judgement. Staff remain professionally responsible and accountable for the quality and content of any output they have generated using AI.

• Understanding Generative AI: Staff receive training on the capabilities and limitations of Generative AI tools like ChatGPT and Google Gemini, including an awareness of bias, accuracy, and currency. They learn to quality-assure and fact-check the results and use AI-generated content responsibly in their teaching materials.

• Professional Judgement: Staff exercise professional judgement in checking AI generated content for accuracy, relevance, and appropriateness before use in educational settings. They are expected to provide context and supplement AI generated materials with their expertise.

• Personalisation and Learning: Staff must promote equity in education by considering the use of AI to address learning gaps and provide personalised support, preparing all pupils for a future in which AI technology will be an integral part, being mindful of disparities in opportunities for different pupils.

• Data Protection and Intellectual Property: Staff are trained to protect personal and sensitive data, ensuring compliance with data protection legislation and other school policies, recognising the risks posed by AI. Staff also need to respect pupils' intellectual property rights, ensuring that original work (including homework) is not used to train AI models without appropriate consent or exemption to copyright.

• Teaching staff will emphasise to pupils the importance of critical thinking, creativity, and originality in their work. Clear guidelines and expectations will be communicated to pupils regarding the appropriate use of generative AI tools for homework and during assessments, ensuring that their work reflects their own efforts and understanding.

• All staff, including school leaders, are responsible for reading and understanding this policy before using any AI technology. Staff must report any suspected breaches of this policy to the Headteacher.

AI Policy Guidelines for Pupils

• Pupils must be clear and transparent where work has been generated with the help of AI.

• Understanding Generative AI: Pupils are educated on the capabilities and limitations of the most widely available, age-appropriate, Generative AI tools, empowering them to critically evaluate AI-generated content. They learn to discern between reliable and unreliable information and use AI tools responsibly.

• Responsible Use: Pupils are allowed to use AI tools as aids to supplement their understanding rather than relying on AI-generated content. They are taught to quality assure and fact-check information and get help from teachers and support staff when needed. Pupils are taught not to enter personal details or sensitive information into Generative AI tools.

• Digital Citizenship: Pupils are trained in digital citizenship and online safety, including understanding the implications of sharing personal data and intellectual property online. They learn to protect their privacy and respect the intellectual property rights of others in digital environments. Risk Management

• Bias and Discrimination: We are committed to fairness and equality; we will reduce the risk of unfair outcomes by upskilling our staff to understand the potential for bias in AI generated content and to monitor AI outputs to ensure fairness and equality.

• Data Security: Cybersecurity measures are implemented to prevent data breaches and unauthorised access to sensitive information, including AI-generated content. Please see our Internet Safety Policy for further guidance.

• Online Safety: Guidance is provided to protect against harmful or inappropriate content online, including content generated by AI. Please see our Internet Safety Policy for further guidance. Future Skills Development

• Knowledge-Rich Curriculum: Students are equipped with foundational knowledge and critical thinking skills to effectively use emerging technologies like Generative AI. Feedback, Evaluation, and Continuous Improvement We gather feedback from pupils, families, staff, and other stakeholders, and engage in ongoing research to refine our use of generative AI, address concerns, and adapt to evolving educational needs through termly Staff, Pupils and Parent surveys.

AI Governance

Key staff at Stickland's CE VA Primary School who are responsible for this policy's content and implementation:

• Our IT/computing lead for the use of generative AI technology. Provides technical support and guidance on the use of AI and works with the wider school community to promote AI use, including providing or arranging training where requested.

• The Headteacher is responsible for advising the school about our data protection obligations in relation to AI use.

• Our IT link Governor will be responsible for the Governance of AI and hold the school to account for adopting this policy and adhering to it.

Conclusion

At Stickland's CE VA Primary School, we are committed to harnessing AI technologies responsibly where they can improve teaching and learning outcomes. By applying ethical principles, promoting transparency, and implementing measures to safeguard pupils, we aim to use AI effectively for the benefit of our school community.

This policy was updated in March 2026 and will be reviewed March 2027 or when there are relevant changes to statutory guidance, whichever happens soonest.