

Pirbright Village Primary School



A.I.

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1. Purpose

This policy sets out the expectations for the safe, ethical, and effective use of Artificial Intelligence (AI) at Pirbright Village Primary School. It aims to:

- Enhance teaching and learning
- Support staff workload and efficiency
- Safeguard pupils and staff
- Ensure compliance with data protection and safeguarding requirements

2. Scope

This policy applies to:

- All pupils
- Teaching and support staff
- Senior leaders and administrative staff
- Volunteers, visitors, and external partners

It covers all use of AI tools on school devices, networks, and for school-related activities both on and off-site.

3. Definition of AI

Artificial Intelligence (AI) refers to computer systems that perform tasks typically requiring human intelligence, such as generating text, images, data analysis, or providing feedback (e.g. chatbots and generative AI tools).

4. Guiding Principles for AI Use

All use of AI at Pirbright Village Primary School must be:

- **Safe** – protecting pupils from harm and inappropriate content
- **Secure** – safeguarding personal and sensitive data
- **Ethical** – promoting fairness, avoiding bias, and preventing discrimination
- **Transparent** – users must be open about when AI is used
- **Accountable** – humans remain responsible for all outputs
- **Educationally appropriate** – supporting, not replacing, teaching and learning

5. Acceptable Use

5.1 Staff Use

Staff may use AI to support their professional duties, including:

- Lesson and curriculum planning
- Creating teaching resources and examples (e.g. model texts)
- Adapting materials for different abilities, including SEND
- Generating questions, quizzes, and assessments
- Drafting reports, communications, and administrative documents
- Summarising or analysing information

Staff must:

- Treat AI as a support tool only
- Review, edit, and verify all AI-generated content for accuracy and suitability
- Ensure content reflects the school's values, tone, and curriculum intent
- Remain fully responsible as the author of all materials produced

5.2 Pupil Use

- Pupils may only use AI tools when directed and supervised by a teacher.
- AI may be used to:
 - Support understanding of concepts
 - Generate ideas for writing or projects
 - Provide feedback or practice questions
- AI must not be used by pupils to:

- Complete work independently without understanding
- Submit AI-generated work as their own
- The school may restrict or limit pupil access to AI tools depending on age and safeguarding considerations.

6. Unacceptable Use

AI must not be used to:

- Generate, access, or share harmful, inappropriate, or offensive content
- Bully, harass, or harm others
- Share personal, confidential, or sensitive information in unapproved systems
- Misrepresent AI-generated content as wholly original work
- Bypass school safeguarding systems or filters
- Make decisions that should require professional human judgement (e.g. safeguarding, assessment outcomes without review)

7. Data Protection and Safeguarding

- All AI use must comply with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act.
- Personal data must only be used in systems approved by the school.
- Staff must not input:
 - Personal contact details
 - Financial or legal information
 - Medical or safeguarding information
 - Passwords or secure credentials
- Any suspected:
 - Data breach
 - Safeguarding concern
 - Misuse of AI

must be reported immediately to the Designated Safeguarding Lead (DSL) and/or Headteacher.

8. Ethical and Safe Use

The school is committed to ensuring AI is used responsibly. This includes:

- Recognising that AI outputs may be inaccurate or biased
- Ensuring decisions are not made solely by AI
- Promoting fairness and inclusion in all AI-assisted work
- Pupils will be taught age-appropriate digital literacy, including:
 - Understanding how AI works
 - Recognising risks and limitations.
 - To question and critically evaluate AI outputs.
 - Using AI responsibly

9. Roles and Responsibilities

9.1 Staff

Staff must:

- Supervise pupil use of AI
- Teach safe, critical, and ethical use of AI
- Verify accuracy and appropriateness of outputs
- Use only approved tools and follow school guidance
- Take full responsibility for AI-assisted work

9.2 Pupils

Pupils are expected to:

- Use AI only when instructed by a teacher
- Be honest about when AI has been used

- Use AI safely and respectfully
- Report concerns to a trusted adult

10.3 Senior Leaders

Senior leaders will:

- Approve AI tools for school use
- Monitor implementation and impact
- Ensure compliance with safeguarding and data protection
- Provide training and guidance to staff
- Review and update this policy regularly

10. Monitoring and Compliance

- The school reserves the right to monitor use of its systems and devices.
- Misuse of AI may result in sanctions in line with the school's behaviour, staff conduct, or disciplinary policies.
- Breaches involving data may be managed under data protection procedures.

11. Review

This policy will be reviewed annually or in response to:

- Changes in technology
- Updates in safeguarding guidance
- New legal or regulatory requirements