

ALDERMAN RICHARD HALLAM PRIMARY SCHOOL

AI Use Policy



Artificial Intelligence Use Policy

Aims:

The aim of this policy is to support the school and the school's staff with the expectations, use of and limitations of AI use within the school, planning and surrounding the role. This list is not exhaustive and will constantly change with the nature of AI. Staff must follow this policy and use their professional judgement to safeguard themselves and adhere to the government expectations as well. As the use of AI is in its infancy, the use and abilities will be continually changing. Use must not involve the sharing of any personal data of pupils, their families or staff members.

What is AI?

Artificial intelligence (AI) refers to the simulation of human intelligence processes by computer systems. This encompasses learning, reasoning, and self-correction. AI enables machines to perform tasks that typically require human intellect, such as problem-solving and decision-making, thereby enhancing efficiency and effectiveness across various sectors. Typically, AI makes tasks requiring a lot of data more manageable and quicker. However, the data is not altered in any way.

Generative AI takes this a step further by creating new content such as text, images, music or even video by learning from existing data. It can create original outputs rather than just analyse or process data.

Intentions and Guiding Principles:

- The intention to integrate AI tools into the curriculum comes from our commitment to enhance pupils' learning experiences and foster skill development.
- AI provides students with access to a broad range of potential learning experiences. Through its use, we can promote independent research, curiosity, critical thinking, and problem-solving skills.
- Teachers will guide and monitor pupils' use of AI, ensuring that it aligns with the school's curriculum objectives and learning outcomes.
- Teachers will ensure their pedagogical, behavioural, and pastoral knowledge is complemented and not undermined by AI tools.
- AI will not replace direct instruction or teacher interaction but will serve as an additional resource to enrich the educational experience.
- Investing in learning with AI will support the lifelong learning, future education and employment prospects of our pupils.
- School staff will be supported and appropriate training will be given in the school's agreed use of AI.

- AI is a powerful tool and can be used to support in the school. However, it must be used appropriately and in line with both the rest of the Acceptable Use Policy (AUP), the policies linked below and the DFE's guidance surrounding AI ([Generative artificial intelligence \(AI\) in education - GOV.UK \(www.gov.uk\)](#)) .
- As the use of AI is in its infancy, the use and abilities will be continually changing. Use must not be sharing of any personal data of pupils, their families or staff members. A guidance page from the DFE can be found here - [Data Protection in Schools \(AI\)](#), and also a page with some accompanying resources that can be found here - [Data Protection in Schools \(resources\)](#)
- ARH recognises that AI has many uses to help pupils learn but may also have the potential to be used to bully others. For example, in the form of 'deepfakes', where AI is used to create images, audio or video hoaxes that look real. We will treat any use of AI to bully pupils in line with our Anti-Bullying Policy.
- Staff should be aware of the risks of using AI tools whilst they are still being developed and should carry out a risk assessment where new AI tools are being used by the school.

1. Introduction

- **Purpose:** To provide a holistic framework for the integration and management of AI in educational settings, encompassing ethical compliance, educational enhancement, workload reduction, data security, and innovation, whilst ensuring the safeguarding and protection of our students are at the heart of what we do at Alderman Richard Hallam Primary School.
- **Scope:** This policy applies to all staff, students, and stakeholders.

2. Definitions

AI: Artificial Intelligence, including machine learning, natural language processing (NLP), and large language models (LLMs).

- **LLM:** Large language models such as ChatGPT/Co-Pilot/Gemini/Claude which have Generative capabilities.
- **NLP:** Natural language processing, such as Alexa / Siri - differs from the above and has fewer opportunities for bias and hallucination.
- **Image/ Video generation from LLM** - images can be created via text prompts which can be inappropriate or subject to bias.

3. Objectives

- **Educational Enhancement:** To improve teaching and learning outcomes.
- **Ethical Compliance:** To ensure ethical and legal use of AI.
- **Data Security:** To protect the privacy and data of all stakeholders.

- **Workload Reduction:** To utilise AI to reduce the administrative and academic workload of staff.
- **Innovation:** To remain at the forefront of education by integrating AI to enhance and supplement the school's mission to best support young people.

4. Ethical Use of AI

4a. Respect for Intellectual Property

- **What to Do:** Ensure all AI technologies used are properly licensed and respect intellectual property laws. Ensure compliance with GDPR and Data Protection.
- **How to Do It:** Before using any AI tool, consult the central record maintained by the ICT Team/SLT to ensure it's approved for educational use.
- **How to Check:** Refer to the central record, kept by the ICT Team/SLT for a list of approved and licensed AI tools. Recommendations have also been shared by the LPP.

4b. Transparency and Disclosure

- **What to Do:** Clearly indicate where and when AI is being used in educational settings.
- **How to Do It:** Inform students and parents that AI tools are being used for educational purposes.
- **How to Check:** SLT to ensure that relevant policies are shared with parents and carers and updated at appropriate intervals. These are available on the school's website and upon request.

4c. Avoiding Bias and Discrimination

- **What to Do:** Implement measures to ensure AI algorithms are free from biases.
- **How to Do It:** Use AI tools that have been vetted and approved. Staff to use professional judgement throughout the use of AI.
- **How to Check:** Conduct periodic reviews and seek feedback from students and staff to identify any issues of bias.
- **Who to Speak To:** If concerns arise, consult with the ICT Team for further evaluation.

4d. Respect for Personal Data and Privacy

- **What to Do:** Comply with data protection laws, including age restrictions and parental consent, and ensure individual privacy when using AI.
- **How to Do It:** Use AI tools that are compliant with GDPR or other relevant data protection laws, as verified by the ICT Team (such as not sharing any personal student data on any platform unless previously agreed by the SLT). Microsoft Co-Pilot can be used due to the school's tenancy agreement with Microsoft to ensure further compliance.
- **How to Check:** Regularly review updates from the ICT Team on data storage and handling procedures to ensure compliance.
- **Who to Speak To:** If concerns arise, consult with the ICT Team for further evaluation.

5. Curriculum Integration

- **Alignment:** Ensure AI tools are aligned with curriculum goals and objectives. Consider the teaching of AI within the computing curriculum. Please speak to the Computing Co-ordinator for further support with this.
- **Pedagogical Relevance:** Evaluate the pedagogical benefits of AI tools before integration.

6. Workload Reduction

- AI should enhance, not replace, human creativity. Examples include, but are not limited to, lesson planning, quiz creation, and flashcard generation. Teachers **MUST** verify the suitability, accuracy, and curriculum alignment of any AI-generated materials.

7. Responsible Use

7a. Accuracy and Fact-Checking

- Ensure that AI-generated content is accurate and factually correct.

7b. Compliance with Laws and Regulations

- Adhere to all local and international laws regarding the use of AI and data protection. If in doubt, speak with your line manager or a member of the ICT Team/SLT. Ensure usage also complies with the School's Acceptable Use Policy and other relevant policies shown below.

8. Safeguarding

Take a proactive stance about AI-related safeguarding risks, including but not limited to:

- deep fakes and impersonation;
- harassment and bullying;
- criminality, coercion, grooming and exploitation.

Note that AI may be an aggravating factor in safeguarding and child protection cases.

9. Levels of responsibility

Governance: The governing body must be informed of any major AI initiatives.

Technical/Data Protection: School Business Manager, ICT Team and the school's DPO.

10. Effectiveness

- The effectiveness and impact of AI on pupil learning and attainment will be regularly evaluated and reviewed.
- The effectiveness and impact of AI on staff workload and staff pedagogy will be regularly evaluated and reviewed.
- Feedback from students, teachers, and parents will be gathered to assess the benefits and limitations of AI in enhancing the curriculum.
- Adjustments and improvements will be made based on evaluation findings to ensure the optimal integration and utilisation of AI in line with the school's aims and the evolving needs of the curriculum.

Policy Links

This policy is to be read in conjunction with the following other policies and documents:

- AI Staff Guidelines
- Acceptable Use Policy
- Mobile Phone Policy
- Online Safety Policy
- Social Media Policy
- Safeguarding and Child Protection Policy