Artificial Intelligence (AI) Policy

Sir John Heron Primary School

Version & Date of Issue: 1, 04/2026	**Authorised by:** N Ishaq
Review Date: 04/2027	**Approved by Governors (Date)** : 19/05/2026

This document is not considered to be controlled by the quality system once printed

Artificial Intelligence Policy

(This policy will need to be adapted if a school allows children to use AI applications)

This policy framework operates like a modern ethical filter, ensuring that every piece of AI technology brought into the school is checked against human values, much like an air traffic controller overseeing automated flight paths.
The AI performs the routine work (flight path suggestion/lesson planning), but the human expert (teacher/leader) remains in control to apply judgment and intervene if an ethical or safety hazard arises.

Introduction

At Sir John Heron Primary School, we embrace the innovative potential of Artificial Intelligence (AI) while upholding our essential ethical and academic values. We are dedicated to embracing and understanding advanced technological tools, ensuring that all AI applications meet the highest data protection and ethical standards and conform to the Department for Education's (DfE) guidelines.

The goal is to empower staff to use AI responsibly and for children to recognise AI generated content. We focus on creating an environment where technology can enhance learning without compromising integrity or fairness.

Principles for AI Use

- **Human-Centred Approach:** AI should augment human intelligence, not replace it. AI will not replace direct instruction or teacher interaction in the classroom. All AI use begins and ends with human insight.
- **Equity and Inclusivity:** AI tools must cater to diverse learning needs and backgrounds, ensuring equitable access for all pupils.
- **Privacy and Security:** AI-driven data collection must adhere to local data protection regulations and community standards. We respect the rights and dignity of all individuals, including their privacy, intellectual property, and personal data.
- **Academic Integrity:** AI should be used to support learning and not to undermine the integrity of pupil work.
- **Transparency and Accountability:** We ensure that our use of AI tools is transparent, accountable, and fair, and we can explain and justify our decisions and actions based on AI outputs.

Goal for AI Usage

The school encourages the use of AI to support teaching, administrative tasks and facilitate adaptation for personalised learning. We also encourage the use of AI to reduce teacher workload.

General Usage Rules, Duties, and Responsibilities

- **Accountability** - You own what you publish – no blaming AI. You are accountable for the content, quality, and accuracy of anything that you produce or share using AI. AI is not an excuse for mistakes, errors, or misconduct.
- **Compliance:** Users must use AI in a compliant, respectful manner with a clearly defined outcome. AI tools and outputs must be safe, reliable, accurate, and secure.
- **Ethical Use**: Users must use AI in a transparent, fair, and ethical manner. Ensure that AI does not discriminate, exclude, or harm any individual or group.
- **Data Privacy:** Utilise only AI tools that have well-defined and trustworthy data privacy policies. Refrain from sharing personal or sensitive information without appropriate consent. AI tools must comply with GDPR principles.
- **Professional Judgment**: Staff should remain critical and vigilant of knowledge and content generated from AI sources. Appropriate checks must be made regarding 'factual content' before sharing this with pupils. Teachers will guide and monitor student use of AI to ensure alignment with curriculum objectives.
- **Acknowledgment:** Do not claim AI-generated work as your own. Respect the intellectual property rights of third-party AI tool providers.
- **Approved AI Tools:** Our school maintains a list of approved AI solutions. Currently these are:

Gemini, Google Notebook LM, Canva magic studio, KeyGPT and Teachmate AI.

AI Examples in Education (Responsible Use)

AI tools are recognised for their ability to execute tasks usually requiring human intelligence, such as understanding language, creating content, and solving problems.

Category	Examples of Use
Teacher Support	Assessment Design and Analysis (creating questions, providing standardised feedback, diagnostic assessments); Content Development and Enhancement for scaffolding (adapting curricula, suggesting lesson plans, customising independent practice); Continuous Professional Development (recommending teaching strategies, personalising PD); Research and Resource Compilation (recommending books/articles); Summative writing assessment; Pedagogical resource recommendation.
School Management	Communications (drafting and refining communications); Operational Efficiency (scheduling, automating inventory, increasing energy savings); Learning Management Systems (analysing pupil performance data); Educational data mining for resource allocation.

Use and Misuse of AI Tools

- We recognise that risks must be addressed. Misuse of AI will follow the usual disciplinary policy.
- **Diminishing Human Agency:** AI will not be used to supplant the role of human educators in instructing and nurturing pupils; the core practices of teaching, mentoring, assessing, and inspiring learners remain the teacher's responsibility.
- **Privacy Concerns/Surveillance**: AI tools will not be used to monitor classrooms for accountability purposes (e.g., analysing teacher-pupil interactions or tracking movements).
- **Compromising Privacy:** We will not use AI in ways that compromise teacher or pupil privacy or lead to unauthorised data collection.
- **Societal Bias:** Staff must review all AI-generated outputs before use, recognising that AI tools trained on human data inherently reflect societal biases, potentially reinforcing stereotypes or making discriminatory evaluations.

Talking to children

In computing and in other lessons as it arises, where appropriate, we will:

- Make pupils aware that deepfakes exist and to be sceptical of unbelievable audio/video.
- Talk about consent before feeding an image into an AI tool.
- Show pupils examples of biased AI output.
- Explain AI hallucinations—that AI can generate complete fabrications

Policy Management and Training

- The policy will be reviewed annually.
- We will provide appropriate training to staff, covering the latest AI developments and ethical practices to ensure responsible use.

Appendix 1

Guiding Questions for AI Implementation

When implementing an AI system, staff and leaders should check the key requirements for trustworthy AI systems.

Key areas of focus include:

- **Human Agency and Oversight**: Ensuring the teacher's role is clearly defined ("teacher in the loop") and that procedures are in place for teachers to monitor and intervene, especially where empathy is required.
- **Transparency:** Understanding what aspects AI can take over and how specific assessment or personalisation algorithms work.
- **Diversity, non-Discrimination, and Fairness**: Ensuring the system is accessible to everyone, provides appropriate interaction modes for learners with disabilities, and has procedures to detect and deal with bias or perceived inequalities.
- **Privacy and Data Governance:** Ensuring mechanisms are in place to keep sensitive data anonymous, limit access, and comply with GDPR. Learners and teachers must be informed about what happens with their data.
- **Technical Robustness and Safety:** Ensuring sufficient security to protect against data breaches and a strategy to monitor and test if the system meets its intended goals.
- **Accountability:** Clearly defining who is responsible for ongoing monitoring, evaluating effectiveness, and final procurement decisions.

School Staff AI Acceptable Use Policy

This Acceptable Use Policy outlines the expectations and responsibilities for all staff using Artificial Intelligence (AI) tools within the school. Staff must use AI ethically, responsibly, and in line with safeguarding, data protection, and professional standards.

1. Professional and Ethical Use
   - AI must support—not replace—professional judgement.
   - Staff remain fully accountable for all content produced using AI.
   - All AI-generated output must be reviewed for accuracy, appropriateness, and bias before use.

2. Data Protection and Privacy
   - Do not input any personal, confidential, or sensitive data about pupils, parents, or staff into AI tools.
   - Only approved AI systems may be used. Currently these are: Gemini, Google Notebook LM, KeyGPT and Teachmate AI.
   - Staff must follow GDPR requirements at all times.

3. Integrity and Transparency
   - AI must not be used to produce or influence assessments of pupils' original work.

4. Safe and Appropriate Use
   - AI must not be used for monitoring or surveillance of pupils or staff.
   - Outputs must not discriminate, cause harm, or reinforce stereotypes.
   - Staff must immediately report any concerning or inappropriate AI behaviour to senior leadership.

5. Misuse of AI tools will be addressed under the school's disciplinary procedures.
Examples include:
   - Claiming AI-generated work as personal professional judgement.
   - Sharing private data with AI tools.
   - Using non-approved AI systems for school-related tasks.

Staff Agreement
I confirm that I have read, understood, and agree to follow this AI Acceptable Use Policy.

Name: _____

Signature: _____

Date: _____

School Staff AI Acceptable Use Policy as a google form.