

Sarum St Paul's Church of England (VA) Primary School



Artificial Intelligent (AI) Policy

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Policy Ratified:	
Policy Reviewed:	
Next Review Date:	June 2027

Key Personnel:

Role	Name
Headteacher	Mrs Hannah Easthope
Computing and Online Safety Lead	Miss Georgia Perrey

Our Vision

Rooted in Love, Growing Together

At Sarum St Paul's Church of England Primary School, our vision of "**Rooted in Love, Growing Together**", inspired by St Paul's prayer to the Christians in Ephesus (Ephesians 3:17-18), shapes every aspect of school life. Rooted and grounded in love, we seek to ensure that all members of our community are able to grow and flourish. Our values of **Love, Community, Courage and Growth** guide our relationships, inform our decision-making and underpin the policies and practices through which we serve our whole school community.

1. Introduction

At Sarum St Paul's, we recognise the growing role of Artificial Intelligence (AI) in education and society. We are committed to using AI in a way that enhances teaching and learning while maintaining high standards of safety, ethics, and responsibility.

2. Purpose

This policy provides clear guidance on the appropriate use of AI by students, staff, and the wider school community. It aims to:

- Support high-quality teaching and learning
- Ensure safe and ethical use of AI technologies
- Protect personal data and privacy
- Prevent misuse or over-reliance on AI tools

3. Scope

This policy applies to all AI technologies used within the school, including:

- Generative AI tools (e.g. text, image, or content generators)
- Learning platforms with AI features
- Assessment and feedback systems
- Administrative and data analysis tools

4. Ethical Principles

We are committed to ensuring AI is used in a way that:

- Respects privacy and complies with data protection laws (including GDPR)
- Promotes fairness and avoids bias or discrimination
- Is transparent, with clear human oversight
- Supports, rather than replaces, human judgement and relationships

5. Guidelines for Use and Safeguarding

- The school acknowledges that generative AI tools can be used to produce content that is dangerous, harmful, and inappropriate.
- The school will follow the procedures set out in the Child Protection and Safeguarding Policy and the Online Safety Policy to ensure that pupils are not able to access or be exposed to harmful content.

For Students

- Pupils will be taught about the risks of using AI tools and how to use them safely. Pupils will be made aware of how to report any concerns or incidents involving generative AI, and who to talk to about any issues regarding the use of AI tools. The school will engage with parents to inform them of the safeguarding risks that come with using AI tools, and how the school is protecting pupils online. The school will ensure that parents are aware of who to speak to about any concerns or issues regarding the use of AI.

- Pupils will be supported to identify and use appropriate resources to support their ongoing education through the use of age-appropriate resources, which may include AI tools, whilst preventing over-reliance on a limited number of tools or resources.
- AI may be used to support learning within the home environment.
- Students must not use AI.
- Students should be taught to question and evaluate AI outputs critically.
- Use of AI should always align with school behaviour and online safety policies.

For Staff

- The school will ensure that the appropriate filtering and monitoring systems are in place to protect pupils online, following the DfE's filtering and monitoring standards. All staff members will receive training on the safe use of AI as part of their online safety training, which is regularly updated.
- AI can be used to support planning, differentiation, and assessment if used appropriately – we encourage the use of 'TeachMate' for appropriate AI usage in staff. Teachmate is fully GDPR-compliant and operates so that all user data remains secure. The platform is built so schools can manage and control the use of personal data securely, making it ideal for institutional due diligence. Other AI programmes can be used if agreed with the headteacher and on a subscription basis.
- AI should enhance teaching, not replace professional judgement or interaction with pupils.
- Staff should check AI-generated content for accuracy and suitability.
- Staff should model responsible and ethical AI use and be trained in its safe usage to children and explain that AI is not always accurate or reliable.

For Leadership and Administrators

- AI may be used to improve efficiency in administrative tasks.
- All AI systems must be reviewed to ensure compliance with safeguarding and data protection standards. All websites used will be checked and filtered through our monitoring systems and Oakford Technology.
- Leaders are responsible for approving new AI tools before use.
- Regular monitoring of AI use across the school will take place.

6. Data Privacy and Security

- All AI tools must comply with GDPR and relevant safeguarding policies.
- Personal or sensitive data must not be entered into AI tools unless approved and secure.
- Staff must use school-approved accounts when accessing AI systems.
- Any concerns about data misuse or breaches must be reported immediately.

7. Use of Generative AI

a) Approved Use

Staff may use AI tools through the approved programme 'TeachMate' for:

- Lesson planning sequencing and resource creation
- Differentiation and scaffolding materials
- Creating quizzes, questions, and assessments
- Drafting communications (emails, letters, reports)

- Summarising documents and information

b) Restrictions

- Staff must not input confidential or identifiable pupil data into non-approved AI tools.
- AI-generated content must always be reviewed and adapted before use.
- AI should not be used to replace feedback that requires professional judgement.

c) Educational Use for Pupils

- Pupils may be introduced to AI concepts in an age-appropriate way through our computing learning (following the Icompute scheme).
- Older pupils will learn how AI works, including its limitations and risks.
- Direct use of AI tools by pupils will be supervised and guided by staff and safety of AI will be discussed during PSHE, computing lessons and during 'Safer Internet Day'.

All outputs must be reviewed and tailored to meet the needs of pupils.

9. Monitoring and Review

- AI use will be monitored to ensure it aligns with school values and policies
- Feedback from staff, pupils, and parents will inform improvements
- This policy will be reviewed annually to reflect technological developments and reflect regulatory changes.

10. Conclusion

Sarum St Paul's is committed to embracing innovation while maintaining a safe, ethical, and supportive learning environment. AI will be used thoughtfully to enhance education while preserving the importance of human relationships, creativity, and professional judgement.