



Artificial Intelligence (AI) Policy
Darrington CE Primary School

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Shine, Share, Flourish.

We **shine** our light for each other.

We **share** peace, respect and friendship.

We **flourish** and grow together

‘Your word is a lamp to my feet, a light to my path.’ Psalm 119

1. Aims and Objectives

This vision shapes every aspect of school life, including how we approach emerging technologies such as Artificial Intelligence (AI). Our use of AI will:

- Shine — promoting wisdom, clarity, and truth.
- Share — encouraging collaboration, respect, and fairness.
- Flourish — ensuring AI enhances learning and supports human growth.

The objectives of this policy are to:

- Improve learning outcomes
- Support teachers with planning, marking, and workload reduction

- Encourage safe, age-appropriate digital literacy
- Strengthen administration and efficiency
- Promote fairness, transparency, and responsible use

AI must always complement, not replace, human decision-making

2. Purpose

This policy sets out how AI should be used safely, ethically, and responsibly across the school. It ensures that:

- AI enhances education and reduces workload
- Students and staff are protected
- Data privacy and safeguarding laws are upheld
- Risks are properly assessed and managed

It applies to staff, governors, pupils, volunteers, and visitors using AI within school activity.

3. Definitions

Artificial Intelligence (AI)

Technology that imitates human thinking, such as generating text, recognising patterns, or making predictions.

Machine Learning (ML)

AI systems that learn from data and improve their performance over time.

Generative AI (e.g., Copilot, ChatGPT)

Tools that create new content — text, images, audio — based on user prompts.

4. Principles for AI Use

4.1 Safety, Security, and Data Privacy

- Personal data (pupil, staff, family) **must never** be entered into public AI tools.
- Only school-approved AI tools may be used.
- Anything involving sensitive or identifiable data requires **Headteacher approval**.
- All tools must comply with UK GDPR, Data Protection, and the school's Online Safety Policy.

4.2 Transparency and Human Oversight

- AI must not make automated decisions about pupils — humans must always be in the loop.
- AI recommendations or generated content must be checked for accuracy and bias.

4.3 Ethical and Fair Use

- AI tools must align with Christian values, school ethos, and the Equality Act 2010.
- AI should never disadvantage or discriminate against any individual or group.
- Staff must be alert to inaccuracies, bias, or harmful content.

4.4 Safeguarding and Screen Time

- AI must not expose children to inappropriate content.
- AI use should be age-appropriate and supervised.
- AI should not contribute to excessive screen time.

5. Staff Responsibilities

5.1 Staff Use of AI

Staff may use approved AI tools for:

- Resource creation
- Differentiation and scaffolding
- Planning and assessment
- Admin tasks
- Translation or formatting

Staff must:

- Edit and quality-check any AI-generated material
- Ensure content matches curriculum expectations
- Avoid entering personal or sensitive data
- Ensure AI is used to support—not replace—teaching judgement.

5.2 Training

Staff will receive training on:

- Safe and appropriate AI use
- Data privacy expectations

- How to avoid bias or misinformation
- The school's approved AI tools and prohibited tools

5.3 Accountability

Concerns or incidents must be reported to:

- The Headteacher
- Data Protection Officer (Neil Stott)
- DSL if safeguarding related

6. Pupil Use of AI

Pupil use of AI will be limited, age-appropriate, and supervised. Schools may permit AI:

- For research with safe, moderated tools
- For SEND support where appropriate
- Within the computing curriculum
- As part of digital literacy teaching

Pupils will be taught:

- What AI is and how it works (at an appropriate level)
- How to use AI safely and responsibly
- How to question and evaluate AI outputs
- The importance of human judgement over automation

Pupils must not:

- Enter personal information into AI tools
- Use AI to cheat or avoid doing their own work
- Use unapproved AI tools or apps on school devices

7. Approved and Prohibited Tools

7.1 Approved Tools

- The school/trust will maintain a list of approved AI tools. These must:

- Meet data protection requirements
- Be age-appropriate
- Have been reviewed by the Headteacher

8.2 Prohibited Tools

- The following must not be used for school work:
 - Any AI tool that stores, trains on, or reuses uploaded content
 - AI tools requiring personal accounts for pupils
 - Public generative AI tools if they are unvetted (e.g., ChatGPT, image generators) unless explicitly approved

8. Complaints and Concerns

➤ Any concerns regarding AI use may be raised through:

- The school Complaints Policy (for parents/community)
- Line manager or SLT (for staff)

➤ Concerns may relate to:

- Inappropriate AI content
- Data breaches
- Misuse by staff or pupils
- Bias or discrimination
- Safeguarding issues

➤ All concerns will be handled promptly and transparently.

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| Policy title | Artificial Intelligence (AI) Policy |
| Monitoring and review | To be reviewed annually or when guidance changes. |
| Links | Safeguarding Policy Data Protection Policy Acceptable Use Policy SEND Policy Complaints Policy |
| Staff responsible | Headteacher |
| Committee responsible | Full Governing Body |
| Date approved | April 2026 |
| Review date | April 2027 |