



St Giles C.E. Primary School Artificial Intelligence Policy 2026-27

'You must love one another as I have loved you.' John 13 v 34.

Working together with love we will provide a happy and nurturing environment where all will, ***'learn to love and love to learn'***, making outstanding progress through an enriched and creative curriculum. Through our strong Christian ethos we will celebrate and embrace the richness of our community.

Learn to Love - Love to Learn

'You must love one another as I have loved you.' John 13 v 34



[Article 2 \(non-discrimination\)](#)

The Convention applies to every child without discrimination, whatever their ethnicity, sex, religion, language, abilities or any other status, whatever they think or say, whatever their family background.

[Article 17 \(access to information from the media\)](#)

Every child has the right to reliable information from a variety of sources, and governments should encourage the media to provide information that children can understand. Governments must help protect children from materials that could harm them.

[Article 28 \(right to education\)](#)

Every child has the right to an education. Primary education must be free and different forms of secondary education must be available to every child. Discipline in schools must respect children's dignity and their rights. Richer countries must help poorer countries achieve this.

[Article 29 \(goals of education\)](#)

Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures, and the environment.

Adopted / Review

- Adopted: September 2026
 - Review: September 2027 (or sooner if technology, guidance, or regulation changes)
-

1. Purpose

This policy outlines how St. Giles CE Primary School will introduce, manage, and monitor the use of Artificial Intelligence (AI) in a safe, ethical, educationally purposeful manner that complies with safeguarding and data protection legislation.

It reflects national guidance (DfE, 2024) and recent educational research on both the opportunities and risks of AI in primary education. AI will be used to enhance learning and teaching, not replace professional judgement or human oversight.

2. Scope

This policy applies to:

- Staff
- Governors
- Pupils
- Volunteers
- Contractors
- Visitors

It covers all use of school systems, data, and devices.

3. Definitions

- Artificial Intelligence (AI): Systems that perform tasks requiring human-like reasoning, learning, or decision-making.

- Generative AI: Tools that create content such as text, images, or code (e.g. ChatGPT, Microsoft Copilot, Google Gemini).
 - AI Tutoring: Adaptive learning platforms using AI to personalise learning (e.g. Third Space Learning).
 - Microsoft Copilot: The school's approved AI tool for staff, used within Microsoft 365 with appropriate data protection controls.
-

4. Principles

1. Child Safety First: Pupils will not have unsupervised access to open generative AI tools on school devices or networks. Access is restricted in line with safeguarding guidance and platform age requirements (commonly 13+).
 2. Educational Purpose: AI will only be used to support teaching, learning, and staff efficiency. It will not be used to make automated decisions about pupil progress without professional oversight.
 3. Ethical and Transparent Use: Pupils will be taught about bias, misinformation, plagiarism, and responsible AI use. Staff will clearly indicate when AI has supported resource creation.
 4. Data Protection and Security: All use of AI must comply with UK GDPR and DfE data protection guidance. Pupil data will only be shared with approved providers under appropriate agreements.
-

5. Acceptable Use

Pupils

- Access to Generative AI: Open generative AI tools are blocked on school devices and networks. Pupils will not access these tools independently.
- Learning About AI: Pupils will learn about AI through Computing and PSHE, including its uses, limitations, bias, and ethical considerations. Approved educational resources (e.g. Parent Zone materials) may be used to support this.

- AI Tutoring: Pupils may use Third Space Learning’s tutoring platform as a structured, curriculum-aligned maths support tool. This service has been reviewed for safeguarding and educational suitability for primary learners.
-

Staff

- Approved Tool – Microsoft Copilot: Staff may use Microsoft Copilot within Microsoft 365 for planning, resource creation, and administrative support, subject to Microsoft 365 data protection settings and any restrictions on web-enabled features.
 - Other AI Tools: Only AI tools approved by the Headteacher and Computing Lead may be used for school-related purposes.
 - Staff remain fully responsible for reviewing and verifying all AI-generated content.
-

6. Safeguarding, Filtering, and Monitoring

- Open generative AI tools are blocked for pupil use on all school devices and networks.
 - Teacher-led demonstrations of AI may occur under direct supervision for educational purposes.
 - Filtering and monitoring are provided through Lightspeed systems, which combine automated detection with human-reviewed alerts.
 - Any safeguarding concerns related to AI use will be escalated through normal safeguarding procedures.
-

7. Data Protection and Privacy

- Pupil data must never be entered into public AI systems.
- Any AI platform used in school must have a lawful basis for processing and an approved data-processing agreement.

- Microsoft Copilot is covered under the school's Microsoft 365 Education agreement and configured according to school data protection settings.
-

8. Staff CPD

The school will provide ongoing professional development covering:

- Safe and responsible AI use
 - Pedagogical applications of AI
 - Data protection and safeguarding considerations
 - Critical evaluation of AI-generated content
-

9. Curriculum and Pedagogy

AI will be embedded within Computing and PSHE to develop:

- Digital literacy
 - Critical thinking skills
 - Understanding of bias and misinformation
 - Awareness of ethical and societal impacts of AI
-

10. Academic Integrity

- Pupils will be taught that AI-generated content must not be submitted as their own work.
 - Assessment will focus on reasoning, process, and understanding.
 - Staff will design tasks that reduce opportunities for inappropriate AI dependence.
-

11. Parental Engagement

Parents will be informed about:

- How AI is used in school
- Approved tools (Copilot and Third Space Learning)
- How to support safe AI awareness at home

School communications may include approved external resources such as Parent Zone materials where appropriate.

12. Roles and Responsibilities

- Headteacher / SLT: Overall policy oversight, approval of AI tools, and CPD provision.
 - DSL / Computing Lead: Safeguarding oversight and monitoring of AI-related risks.
 - IT Services / Providers: Maintain filtering, monitoring, and technical controls.
 - Teachers: Ensure appropriate and responsible use of approved AI tools.
 - Governing Body: Annual review and oversight of policy implementation.
-

13. Monitoring and Review

This policy will be reviewed annually or sooner if:

- New technologies emerge
 - National guidance changes
 - Safeguarding or data protection requirements evolve
-

14. Intellectual Property

- Pupil work will not be used to train generative AI systems without appropriate consent and a lawful basis under data protection and copyright law.
- Pupils will be taught about intellectual property rights and responsible use of digital content.

15. Preparing Pupils for the Future

The school is committed to preparing pupils for a technology-rich future by:

- Teaching safe and appropriate use of emerging technologies, including AI
 - Developing understanding of AI limitations, bias, and reliability
 - Building strong foundations in digital literacy and critical thinking
 - Ensuring pupils become informed and responsible technology users
-

16. Misuse of AI

Examples of unacceptable use include:

- Submitting AI-generated work as pupil work
 - Entering personal or sensitive pupil data into public AI tools
 - Attempting to bypass filtering systems
 - Using AI to generate inappropriate, biased, or harmful content
 - Using AI without teacher approval in assessment contexts
-

17. Complaints and Incident Response

- Concerns about AI use should be reported through the school's standard safeguarding or complaints procedures.
 - AI-related incidents will be logged, investigated, and escalated where appropriate (including DSL involvement where safeguarding concerns arise).
 - The school will respond promptly and proportionately to any misuse or breach of this policy.
-

18. Related Policies

This policy should be read alongside:

- Data Protection Policy
 - Safeguarding Policy
 - Teaching and Learning Policy
 - Staff Code of Conduct
 - Acceptable Use Policy
 - Assessment Policy
 - Online Safety Policy
-

19. References

- Department for Education (2024). *Generative AI in Education: Guidance for Schools and Colleges*
- Education Endowment Foundation (2024). *Technology and Learning Evidence Review*
- Third Space Learning (2024). *Safeguarding and AI Tutoring Framework*
- Microsoft Education (2024). *Responsible AI and Data Privacy Commitments*
- OpenAI, Google, Anthropic – Platform terms and safety policies

To be reviewed September 2027