St Giles C.E. Primary School
Artificial Intelligence Policy

'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.

1. Purpose

This policy outlines how St. Giles CE Primary will introduce, manage and monitor the use of Artificial Intelligence (AI) across the school in a way that is safe, ethical, educationally purposeful, and compliant with safeguarding and data protection law.

It reflects national guidance (DfE, 2024) and recent educational research highlighting both the potential and the risks of AI in primary education. AI will be used to enhance learning and teaching, never to replace human judgement or professional expertise.

2. Scope

This policy applies to all staff, governors, pupils, volunteers, contractors and visitors using school IT systems, data or premises.

3. Definitions

- Artificial Intelligence (AI): Technology that performs tasks requiring human-like reasoning or learning.
- Generative AI: Tools that create text, images, or code based on prompts (e.g. ChatGTP, Microsoft Copilot, Google Gemini).
- AI Tutoring: Adaptive learning platforms using AI to provide personalised support (e.g., Third Space Learning).
- Microsoft Copilot: The school's preferred AI tool, integrated within Microsoft 365, used securely by staff for educational and administrative purposes.

4. Principles
1. Child Safety First: Pupils will not have unsupervised access to open generative AI services on school devices. Generative AI will be filtered in line with age restrictions (typically 13+) and safeguarding obligations.
2. Educational Purpose: AI will only be used to enhance teaching, learning, and staff efficiency. It will never be used to assess pupils automatically or make decisions about their progress without teacher and/or SLT oversight.
3. Ethical and Transparent Use: Pupils will learn about safe, fair and ethical AI use, including bias, misinformation, and plagiarism. Staff will clearly communicate when AI has supported resource creation.
4. Data Protection and Security: All AI use will comply with GDPR and DfE data protection guidance. Pupil data will only be shared with vetted platforms under signed data-processing agreements.

5. Acceptable Uses
Pupils
- Access to Generative AI: Pupils will not have access to open generative AI platforms in school. These are blocked on the school network due to age restrictions and safeguarding considerations.
- Learning About AI: AI will be taught as part of digital literacy, computing and PSHE lessons — covering what AI is, how it works, safe use, and ethical implications. Parent Zone AI assemblies will be watched termly. Digital Leaders will present updates half-termly during Friday Worship.
- AI Tutoring (Third Space Learning): Pupils may use Third Space Learning's AI tutoring service ("Skye") for personalised mathematics support. This product is DfE-approved, age-appropriate, and aligns with the UK primary curriculum.

Staff
- Preferred Tool — Microsoft Copilot: As part of the school's Microsoft 365 subscription, Microsoft Copilot is the approved and preferred AI tool for staff use.

- Other AI Tools: Only AI tools approved by the Headteacher and Computing lead may be used whilst at school.

6. Safeguarding, Filtering and Technical Controls

Open generative AI tools will be filtered and blocked on all school networks and devices. Lightspeed (advanced monitoring moderated by vast AI technology and human specialists) alerts the school immediately if an incident should arise. Approved tools such as Microsoft Copilot (staff only) and Third Space Learning (pupils, under supervision) will be permitted under secure settings.

7. Data Protection and Privacy

Pupil data will not be shared with external AI systems unless explicitly covered by a signed agreement. Microsoft Copilot is covered under the school's Microsoft 365 for Education agreement.

8. Staff CPD

The school will provide targeted professional development including AI basics, safeguarding, and pedagogy.

9. Curriculum and Pedagogy

AI will be embedded into computing and PSHE education to build digital literacy and critical understanding of ethical use.

10. Academic Integrity

Pupils will be taught that AI-generated work must not be passed off as their own. Assessments will prioritise process and reasoning.

11. Parental Engagement

Parents will be informed about AI use (Copilot and Third Space Learning) and given advice for supporting safe use at home.

12. Roles and Responsibilities

Headteacher/SLT: Policy oversight; approve AI use; ensure CPD; review AI platforms for data compliance.
DSL / Computing Lead: Ensure AI use meets safeguarding standards.

Services for Schools: Maintain filtering and safety controls.

Teachers: Use approved tools responsibly.

Governing Body: Review policy annually.

13. Monitoring and Review

Policy will be reviewed annually or when significant technological or regulatory changes occur.

14. Intellectual Property

- We do not allow or cause pupils' original work to be used to train generative AI models unless we have appropriate consent or exemption to copyright
- We educate pupils about understanding and protecting IP rights

15. Preparing Pupils for the Future

We are committed to preparing our pupils for a future where AI is increasingly prevalent. This includes:

- Teaching pupils how to use emerging technologies, including generative AI, safely and appropriately
- Educating pupils about the limitations, reliability, and potential bias of generative AI
- Developing pupils' understanding of online safety, digital content creation, and the impact of technology
- Providing a knowledge-rich curriculum that allows pupils to become well-informed users of technology

16. Complaint and Redress Procedures

We have clear procedures for addressing concerns about AI use:

- Any concerns about AI use can be raised through our standard complaints procedure
- We have a dedicated process for addressing AI-related issues and errors

- All complaints are thoroughly investigated and addressed in a timely manner

17. Related Policies and Documents

This policy should be read in conjunction with the following:

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

18. 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). AI Maths Tutor (Skye) – Evidence and Safeguarding Framework.
- Microsoft Education (2024). Responsible AI and Data Privacy Commitments.
- OpenAI / Google / Anthropic Terms of Use – Age Restrictions and Safety Requirements.