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**Artificial Intelligence (AI) Policy**

June 2025

**1. Introduction**

Artificial Intelligence (AI) technologies are becoming increasingly present in everyday life and education. This policy outlines how AI may be used by pupils and staff at Great Moor Junior School to ensure it supports learning, promotes digital responsibility, and aligns with our safeguarding and data protection commitments.

**2. Aims of the Policy**

* Ensure AI is used ethically, safely, and appropriately within the school.
* Support pupils and staff in developing an informed understanding of AI.
* Promote digital citizenship and e-safety.
* Safeguard data, wellbeing, and academic integrity.

**3. Scope**

This policy applies to:

* All staff using or supporting AI technologies in school.
* All pupils using AI tools or engaging with AI-driven software or systems.
* All devices and platforms used in the school environment, including PC’s, iPads (both staff and pupil), Chromebooks, teacher laptops, and online platforms.

**4. Definition of AI in Education**

Artificial Intelligence in this context refers to:

* Voice assistants (e.g., Siri, Alexa, Google Assistant)
* AI-powered educational platforms (e.g., adaptive learning software, chatbots)
* Generative AI tools (e.g., ChatGPT, text-to-image generators)
* Predictive analytics or monitoring systems (e.g., Smoothwall Monitor)

**5. Principles for AI Use in School**

**Staff**

Staff may use AI:

* To enhance planning and reduce workload, such as generating resources or marking guidance.
* To support tailored learning using platforms with adaptive AI.
* For professional development, including AI literacy.
* In line with GDPR – AI must not process or store identifiable pupil data without appropriate consent and security measures.

**Staff must not:**

* Use AI to replace their professional judgment when assessing or evaluating pupils.
* Enter sensitive or identifiable pupil data into external AI platforms.
* Use AI-generated content without checking accuracy or appropriateness.

**Pupils**

Pupils may engage with AI:

* Through approved school platforms with AI elements (e.g., reading or maths apps).
* To understand the role of AI in the world, through curriculum-based discussions or projects.
* In structured lessons or clubs exploring creativity, coding, and technology.

**Pupils must not:**

* Use AI tools to generate schoolwork which they dishonestly claim as their own work.
* Use AI chatbots or tools that are not approved or monitored by staff.
* Input personal, private, or sensitive information into AI systems.

**6. E-Safety and Safeguarding**

AI use is covered under the school’s E-Safety and Safeguarding Policies. In addition:

* AI use is monitored where possible through Smoothwall Monitor.
* Any inappropriate AI tool access is reported to the Online Safety Lead (Mr. Gill) and the Headteacher.
* Staff must report concerns about misinformation, bias, or distress caused by AI use.

**7. Data Protection**

* AI systems must comply with GDPR and the school’s Data Protection Policy.
* No personal data may be entered into AI tools without parental consent and clear data security assurance from the platform.

**8. Curriculum Integration**

* AI will be introduced age-appropriately through the Computing curriculum and wider learning themes such as ethics, media literacy, and the future of work.
* Pupils will be taught:
  + What AI is and how it works.
  + The risks and limitations of AI (bias, privacy, misinformation).
  + The importance of human oversight and critical thinking.

**9. Professional Development**

* Staff will receive training on:  
  + How AI can be used responsibly in teaching.
  + Risks and legal issues (e.g. data privacy, academic honesty).
  + Promoting pupil awareness of AI’s impact in their live

**10. Misuse and Consequences**

Misuse of AI tools by staff or pupils will be treated seriously:

* For pupils, misuse may lead to sanctions under the school’s Behaviour Policy.
* For staff, inappropriate or negligent AI use may result in disciplinary action under the Staff Code of Conduct.

Please also refer to “Keeping children safe” document at [DFE Keeping Children Safe 2025](https://assets.publishing.service.gov.uk/media/686b94eefe1a249e937cbd2d/Keeping_children_safe_in_education_2025.pdf%20)