St Mary's RC Primary School

AI Policy

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Signed by:

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1. Aims

At St Mary's RC Primary School, we aim to educate children using research which is at the forefront of education, whilst ensuring that the children and the community we serve are ready to step into their new phase in their educational journey, and ultimately, prepare them to live in an ever-changing modern society. We believe that Artificial Intelligence (AI) can have a positive impact on the education of the pupils at St Mary's RC Primary School, whilst helping to support with staff work-load.

This policy aims to set out the expectation of staff and pupils using AI, including their roles and responsibilities regarding data protection.

2. Legislation and Guidance

This policy has been created in line with the following documents:

- Keeping Children Safe in Education
- Generative artificial intelligence in education
- Generative AI: product safety expectations.
- Meeting digital and technology standards in schools and colleges
- What is personal information: a guide
- Teachers' Standards

The fast-moving nature of AI means that new legislation and guidance could be released regularly; this policy will also be reviewed in light of any significant new developments to AI, particularly if it impacts the practice/safety of the staff or pupils within the school.

3. What is artificial Intelligence?

Artificial Intelligence (AI) is not new, it has been around for a number of years. It is the use of computer systems to solve problems and make decisions. It is already part of everyday life, such as personalised suggestions on social media, shopping sites or route-planning maps such as Google Maps. However, the technology is rapidly developing and new apps and websites are being created every week. As such, the tools are now widespread and easy to access.

Generative AI takes a written prompt and runs it through a series of algorithms to generate ‘new’ and ‘realistic’ content. Tools that are most commonly known include ChatGPT, Google Bard or Canva.

4. Roles and Responsibilities

4.1 The Governing Board.

The governing board has overall responsibility for monitoring this policy and holding the headteacher to account for its implementation.

The governing board will make sure all staff undergo appropriate training as part of the implementation of this policy, and ensure staff understand their expectations, roles and responsibilities around the use of AI.

The governing board will co-ordinate regular meetings with appropriate staff to discuss the use of AI, requirements for training, and any potential threats it may cause.

The governing board should ensure children are taught how to keep themselves and others safe, including keeping safe online when using AI.

All governors will:

- Ensure they have read and understood this policy
- Agree and adhere to the terms on acceptable use of the school’s ICT systems and the internet.
- Ensure that the policy, and the use of AI, is implemented consistently, in-line with GDPR procedures.

4.2 The headteacher

The headteahcer is responsible for ensuring that staff understand this policy, and that it is being implemented consistently throughout the school.

The headteacher will work with the governing board, and the Computing Subject Lead and Technical support, to ensure that there is a regular review of the policy to meet the needs of the school and its community.

4.3 The designated safeguarding lead

Details of the school’s designated safeguarding lead (DSL) and deputies are set out in our child protection and safeguarding policy, as well as being displayed around the school, with their relevant job description.

The DSL takes lead responsibility for online safety within school, in particular:

- Ensuring that staff understand the policy and that it is being implemented consistently throughout the school.
- Working with the governing board to review this policy annually and ensure the procedures and implementation are updated and reviewed regularly; or, more frequently in light of any significant new developments in the use of AI, in particularly if it impacts the practice/safety of the staff/pupils in the school.
- Working with the Computing Subject Lead and Technical Support to make sure the AI tools and systems are being used appropriately and are safe to use.

- Working with the Computing Subject Lead and Technical Support and other staff, as necessary, to address any incidents or concerns.

This list is not intended to be exhaustive.

4.4 The Computing Subject Leader and Technical Support

The Computing Subject Leader and Technical Support are responsible for:

- Delivering or signposting staff to appropriate training.
- Reviewing AI systems and tools that are being used to check the safety and security of them.
- Keep abreast of new changes to AI, which may have impacts on the practice/safety of staff/pupils in school.
- Offer support for those in the use of AI is required.
- Educating pupils around the safe use of AI within the curriculum and assemblies

This list is not intended to be exhaustive.

4.5 Data Protection Officer

The Data Protection Officer (DPO) will be responsible for:

- Working with the Computing Subject Leader and Technical Support to review AI systems and tools that are being used to check the safety and security of them.
- Ensure staff are not entering any personal, sensitive or special category data into AI systems and tools.
- Ensuring that Data Protection Impact Assessments are up-to-date and include relevant AI information.
- Report any data breaches to the ICO.

This list is not intended to be exhaustive.

4.6 All staff and volunteers

All staff, including contractors and agency staff, and volunteers are responsible for:

- Maintaining an understanding of this policy.
- Implementing this policy consistently.
- Agreeing and adhering to the terms on acceptable use of the school's ICT systems and the internet (appendix), and ensuring that pupils follow the school's terms on acceptable use.
- Report any data breaches to the DPO.
- Ensuring that no personal, sensitive or special category data is entered into AI systems.
- Declare when AI has been used to create any content that is then shared wider than the school community.

This list is not intended to be exhaustive.

4.7 Parents/Carers

Parents/carers are expected to:

- Notify a member of staff or the headteacher of any concerns or queries regarding this policy.

4.8 Visitors and members of the community

Visitors and members of the community who use the school's ICT systems or internet will be made aware of this policy, when relevant, and expected to read and follow it. If appropriate, they will be expected to agree to the terms on acceptable use.

4.9 Pupils

Pupils are expected to:

- Notify a member of staff or the headteacher of any concern they have about the use of AI.
- Understand the important of keeping personal data private.
- Ensure they have read, understood and agreed to the terms on acceptable use of the school's ICT systems and internet with their parents/carers
- Declare when they have used AI to produce any work.
- Understand that school will act in response to any breach of the policy.

5. Staff use of AI

St Mary's RC Primary School recognised that AI has many uses to help pupils to learn, and can support the reduction of workload. AI will be used by staff as an enhancement to their role, rather than replacing anything that is currently being done. If staff wish to use new AI products, they must work with the Computing Subject lead, Technical Support and Headteacher to conduct a risk assessment.

Staff will not enter any personal, sensitive or special category data into AI tools and systems: this is in line with our data protection policy.

Personal, sensitive or special category data which can pose significant risks to an individual's rights and freedom if lost or stolen, can be classified as:

- Name
- Identification number (such as IT login)
- Location data (including address)
- Racial/ethnic origin
- Political Opinions
- Religious/philosophical beliefs
- Biometrics for identification purposes
- Health, including physical purposes
- Trade union membership
- Biometrics for identification purposes
- Sexual Orientation
- Photographs

Staff are aware that any text entered into AI tools and systems is potentially being made public, and potentially being used to train future AI models. Additionally, many AI tools and systems are available as personal or consumer products, and therefore, legal requirements surrounding data handling may not be met. Staff will exercise caution when using AI tools and systems, and speak to the Computing Subject Lead and/or technical support if they are unsure. Staff may also consult the Data Protection Officer (DPO) if they are unsure about whether information they are entering classes as personal, sensitive or special category data.

When using AI staff will ensure that the material being used is checked against their 'professional judgement'. AI, when used correctly, can be a powerful tool to support teachers, but ultimately, it cannot replace human judgement. Staff should hold an element of 'scepticism' when using AI and any content that is produced by it. Staff will assess the content produced to ensure it is correct, unbiased, and appropriate for use.

At St Mary's RC Primary School, we strive to be the best that we can be and we understand that AI can be a useful tool in order to support teaching and learning, whilst reducing workload; however, staff must ensure that they uphold the Teachers' Standards, and that their professional expertise and experience is prioritised over the use of AI. Ultimately, our teachers and staff know our school community better than AI does.

Staff must not input any child's work into AI unless they have prior, written consent from the parents/carers – this is classified as the child's 'Intellectual property', and must be treated in line with relevant legislation.

6. Pupils use of AI

St Mary's RC Primary School wants to encourage children to use new technology that will help educate them in the modern world in which we are living in, and will ultimately grow up in. We will educate pupils about the positive and negative use of AI within our Digital Citizenship lesson at an age-appropriate level. This may include, but is not limited to:

- Fake information online
- Filters
- Cyber bullying
- Consent around personal information
- AI chat-bots and scams.

Children will also be educated on the risks surrounding entering sensitive data into AI systems, and actively encouraged not to take part in such activity.

Children will also be educated at an age-appropriate level about reviewing the content they find online, and where AI has been used to generate information (such as Google Gemini AI, Co-pilot, etc.), children will be reminded of potential inaccuracies of the content that has been produced.

St Mary's RC Primary School will treat any use of AI to bully pupils in line with our anti-bullying and behaviour policy.

At this stage, pupils will not be using any Generative AI products within school, unless otherwise agreed by the Headteacher prior to its use. However, children may use products which integrate AI algorithms which will analyse strengths and weaknesses to tailor learning to their individual needs. Products may include, but are not limited to, Learning By Question (LBQ).

7. Monitoring arrangements

This policy will be reviewed every year by the Computing Subject Leader, in conjunction with the DSL/Headteacher. At every review, the policy will be shared with the governing board. The policy will also be reviewed in light of any significant new developments in the use of AI, particularly if it impacts the practise/safety of the staff/pupils in the school.

The use of AI within school will work alongside our filtering and monitoring systems that are in place, and these will work to support our school in safeguarding every member. With generative AI using information or media from the wider web, our filtering and monitoring systems will help to protect from inappropriate content.

8. Links with other policies

This policy is linked to our:

- Child protection and safeguarding policy
- Behaviour policy
- Anti-bullying policy
- Staff disciplinary policy
- Data protection policy and privacy notices
- Online Safety policy.
- Acceptable user agreements.