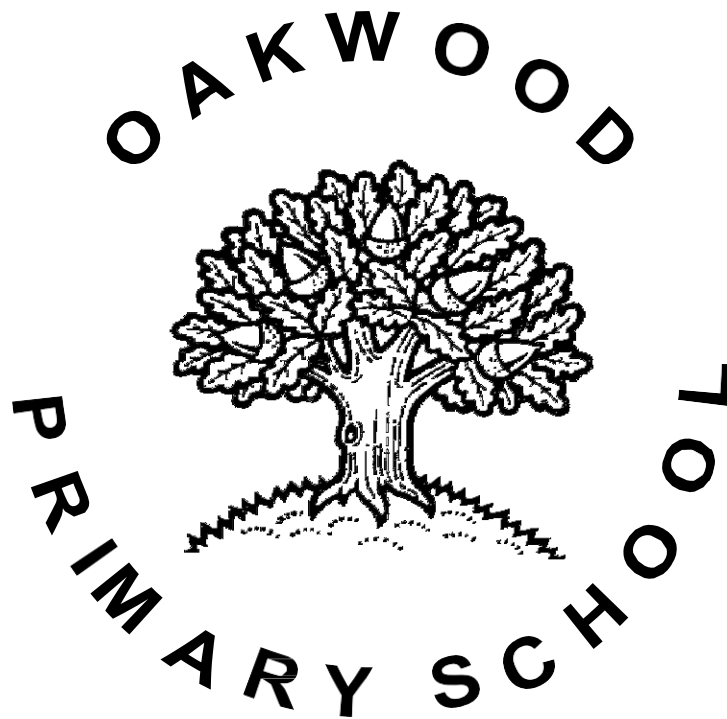




Use of Artificial Intelligence (AI) Policy

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Introduction

Generative AI represents a branch of Artificial Intelligence (AI) technology designed to produce new content. This content is the result of AI models processing and learning from vast quantities of existing data that they have been trained on from various sources.

Oakwood Primary School agrees with the DfE's summary of AI use in schools:

From our research and engagement with the sector, we have learned that generative AI could be used for:

- *creating educational resources*
- *lesson and curriculum planning*
- *tailored feedback and revision activities*
- *administrative tasks*
- *supporting personalised learning*

When used appropriately, generative AI has the potential to:

- *reduce workload across the education sector*
- *free up teachers' time, allowing them to focus on delivering excellent teaching*

However, the content produced by generative AI could be:

- *inaccurate*
- *inappropriate or unsafe*
- *biased*
- *taken out of context*
- *taken without permission (intellectual property infringement)*
- *out of date or unreliable*
- *low quality*

Teachers, leaders and staff must use their professional judgement when using these tools. Any content produced requires critical judgement to check for appropriateness and accuracy. Generative AI tools can make certain written tasks quicker and easier, but it cannot replace the judgement and deep subject knowledge of a human expert (DfE, 2025).

The school aims to ensure the school values of **Kindness, Curiosity and Ambition** are considered throughout this policy. Oakwood will show **Kindness** through permitting the use of AI to support staff workload and ensuring that children's personal information is never shared through the use of AI. The school will show **Curiosity** by being open to the use of AI and researching the potential challenges before using any AI programs. Oakwood shows **Ambition** by recognising that AI can support pupils achieve the best that they can and staff make use of supportive aids to further pupils' understanding. The school also aims to ensure our relational approach is not hindered by the use of AI.

Oakwood Primary School takes a cautious approach to the use of AI for school purposes. Before knowingly using AI, the school will undertake activities to ensure due diligence and a list of AI platforms the school uses can be found in Appendix A to this policy (subject to change). The school is committed to the use of enterprise-grade versions of AI only. School staff are directed to identify these usable platforms by the presence of a green tick housed within a shield. The school does not permit the use of free AI platforms such as ChatGPT for any school-related reason nor will any member of school staff sign up for a free trial of any AI platform using school devices or accounts.

The school is committed to transparency in its use of AI technologies. Appendix A sets out the current AI platforms in use by the school, including their uses.

Oakwood Primary School also values the relationship built over time between teacher and learner. This relational approach to our practice will be considered in our use of AI. It is important that we continue to develop the teacher-learner trust where teachers invest time and consideration into the lessons and materials produced to benefit the children's education.

Purpose

Oakwood Primary School is committed to fostering an environment where staff are encouraged to continuously learn and adapt to new AI technologies. This includes providing ongoing professional development opportunities and staying informed by the latest developments in AI. By doing so, we aim to ensure that our staff are well-equipped to use AI tools effectively and responsibly, ultimately enhancing the education experience for all pupils.

Related Policies and Legislation

Oakwood Primary School's AI Policy takes into account the following government documents and legislation:

- [Generative artificial intelligence \(AI\) in education](#)
- [Generative AI: product safety standards](#)

Alongside government legislation, this policy should also be read in conjunction with the following school policies:

- Communication Policy
- Online safety and acceptable use policy
- Child Protection Policy
- Data Protection Policy
- Complaints Policy and Procedure
- Behaviour and Relationships Policy

Scope of this policy

Oakwood Primary School's Use of AI Policy applies to the following stakeholders:

- School staff including the Headteacher, Deputy Headteacher, teachers, teaching assistants, administrative staff, MSAs and site staff
- School governors
- Individuals who work in school temporarily including peripatetic teachers, supply teachers, student teachers and contractors
- Volunteers including parents and members of the wider community whilst present in school in a voluntary capacity

Oakwood Primary School does not include pupils within the scope of this policy. Pupils are not permitted to use AI for the purposes of school work, communication with school or peers or any other use that may pertain to Oakwood Primary School.

Glossary / Definition of AI terms

- Artificial Intelligence (AI): refers to the use of computer systems and algorithms to perform tasks that typically require human intelligence
- Generative AI: AI tools that generate new outputs based on the data they have been trained on, such as text, images or code
- Machine Learning (ML): ML algorithms allow systems to learn from data and improve their performance over time. For example, ML may be used in personalised learning

platforms that adapt content based on pupil progress or systems where personalised recommendations are made, based on a user's prior activity on that platform

- Personal Data: information collected that relates to an identified or identifiable living person. This may include but is not limited to name, date of birth, location data, online identifiers, photographs and address
- Ethical Use: using AI and data in a way that respects individuals' rights, promotes fairness, prevents discrimination and considers environmental impact
- Large Language Model (LLM): A type of AI designed to understand, generate and process human language by analysing massive datasets, often using transformer-based neural networks. These generative models are trained on billions of words to predict subsequent text, allowing them to summarise, translate and answer questions.

Roles and Responsibilities

Oakwood Primary School recognises the roles of different stakeholders in the implementation, monitoring and review of this policy.

It is the role of the Governing Body to:

- Ratify this policy and question its strategic implementation
- Hold the Headteacher to account regarding the implementation, monitoring and review of this policy
- Ensure any AI-related concerns are dealt with appropriately by the school

It is the role of the Headteacher to:

- Oversee the implementation, monitoring and review of this policy
- Hold stakeholders accountable for any actions which may bring the school or profession into disrepute

It is the role of the Online Safety Lead to:

- Implement, monitor and review this policy
- Stay informed on AI-related matters
- Advise all stakeholders on matters related to AI and safeguarding.
- Monitor safe use of internet-enabled devices in school, including the school's filtering and monitoring system
- Plan, oversee and/or deliver training for staff on any AI-related updates including induction for new staff
- Collaborate with stakeholders to ensure AI is used appropriately and for the benefit of all

The online safety lead is **Johnathon Stanway**

It is the role of the school's appointed Data Protection Officer (School Consulting Ltd) to:

- Advise on data protection obligations
- Respond to data protection concerns related to the use of AI.

It is the role of all staff to:

- Read, understand and adhere to this policy.
- Use AI appropriately as set out in this policy
- Review all AI generated content for accuracy, appropriateness, bias, discrimination and inclusion
- Report any concerns, including where a data breach may have occurred.
- Only use AI platforms as permitted by the school in Appendix A
- Provide guidance and clear expectations for pupils on the use of online systems
- Stay informed on safe AI practice through continued professional development

Data Protection

Oakwood Primary School ensures that all personal data collected from pupils, staff and parents, including data processed by AI tools, is handled in accordance with the UK GDPR principles. As stated in Oakwood's Data Protection Policy, the school has implemented appropriate technical and organisational policies, procedures and measures to avoid data security breaches. For further information pertaining to actions that must be taken in the event of a security breach, stakeholders should read the school's Data Protection Policy.

Where stakeholders use AI in the course of performing their duties, they should consider these steps to avoid any data breach:

- Consider the necessity of using AI for the particular task at hand
- Ensure that any identifying data is removed. This includes any data that could identify the school or individuals. Information that must be removed includes but may not be limited to:
 - Full names of any individual who is related to the school
 - Organisation names including 'Oakwood Primary School'
 - Dates of birth
 - medical information which may cause the person to be identified
 - SEND information which may cause the person to be identified
 - Assessment information which may cause the person to be identified
 - Any information which could be classed as a person's intellectual property such as written work produced by children

Oakwood Primary School conducts induction training for new staff and refresher training where necessary to ensure staff are fully informed about the latest data protection regulations and practices, including the use of AI. This includes how to handle data breaches and the importance of maintaining data accuracy.

Safeguarding

Oakwood Primary School will follow the latest guidance from Keeping Children Safe in Education (KCSIE) to ensure that all AI tools used in school and by staff are safe and do not pose any risk to children. This will include regular updates and reviews of AI-related practice to align with KCSIE.

The school filters information through the use of RMSafety Net to ensure that harmful content does not reach devices in use by children. This filtering system is monitored by the online safety lead regularly to ensure nothing of concern has breached the school filtering service. Class teachers monitor children's use of school devices to ensure their appropriate use.

All stakeholders should have due regard to KCSIE when using AI or teaching children about the use of AI.

Ethical use

Oakwood Primary School recognises the potential biases that may be present within AI based on the data they are trained on. The school will take proactive steps to identify and mitigate these biases to ensure fairness and non-discrimination. This may include conducting regular audits and implementing fairness checks.

All AI generated content, such as lesson material, is reviewed by a member of staff before being implemented. This ensures the content is accurate and appropriate for the classroom setting. The school respects the intellectual property rights, which may include pupil work. We will never use pupil work to train AI platforms without prior consent.

Oakwood Primary School recognises the impact that AI may have on the integrity of pupil-produced work. Children are not permitted to use generative AI tools for school-related activities.

Staff Training

Oakwood Primary School is committed to providing staff with training to ensure they understand the risks and benefits of AI, GDPR compliance, safeguarding protocols and other associated risks.

The school provides staff with annual training on AI-related topics. Additional CPD may be arranged where necessary when new developments or emerging risks occur. Any training provided will ensure staff understand the potential benefits of AI and its educational uses. It will also address risks, including data privacy concerns, potential biases and the ethical implications of AI use.

Included within this training, staff will be informed about the GDPR risks associated with AI, the importance of ensuring safeguarding protocols are in place including understanding how to identify and mitigate the risks associated with AI, such as exposure to inappropriate content or cyberbullying.

Teaching Pupils about AI

Pupils are not permitted to use generative AI to produce school work either in school or at home. The school recognises that pupils are aware of and may have used generative AI for a variety of purposes.

Pupils will be taught that

- AI tools like chatbots and virtual assistants have age limits (typically at least 13 years old) to protect young users
- they should not use these tools without adult supervision and should always check the information that is created
- they should report any concerns to a trusted adult.

Pupils will be taught about AI through

- subjects such as Computing and PSHE to ensure they have an understanding of how it works, the potential impact on society, and risks and limitations
- online safety lessons where pupils will be taught about privacy in the use of AI.

Reporting concerns or complaints

Where stakeholders are concerned about the use of AI at Oakwood Primary School, they should report concerns in line with the school's Communications Policy.

Should stakeholders wish to complain about the use of AI at Oakwood, they should follow the school's Complaints Policy and Procedure. Oakwood Primary School recommends raising concerns or complaints informally in the first instance as this usually resolves concerns more quickly and collaboratively.

Monitoring and review

Oakwood Primary School will regularly monitor the effectiveness of its use of AI through quality assurance checks, staff and pupil surveys and analysis of any related incidents where concerns have been raised.

This policy will be reviewed on an annual basis to ensure compliance with the latest government guidance or more frequently where rapidly evolving technology presents new challenges. The policy may also be reviewed early where new guidance or regulations from the Department for Education is produced, there are major changes in AI technology that will impact education and/or where stakeholder feedback requires it.

All changes to this policy will be communicated via the school's website following ratification from the school's Governing Body

Appendix A:

Currently approved AI platforms and their use

Please note that not all programs listed below use Generative AI. Some of the programs used in school use adaptive algorithms to tailor questions to individuals using the system based on their answers rather than personal information. Where Generative AI is used by the AI platform, this is indicated. This information is true to the best of the school's knowledge at the time of publication. The school will periodically review any use of online platforms to assess the use of AI.

Oakwood Primary School believes the use of AI in these areas provides a tangible benefit to the educational provision of the children and the reduction of staff workload.

School Uses of AI — The Oakwood Model

