



Artificial Intelligence (AI) Policy

Nurtured, Cherished and Inspired for Fullness of Life



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Next Review: September 2027

At Coberley C of E Primary School, we recognise that the use of artificial intelligence (AI) can help to positively affect teacher workload, develop pupils' intellectual capabilities and prepare them for how emerging technologies will change workplaces. While there are many benefits to the use of AI tools, the content they produce may not always be accurate, safe or appropriate, and could lead to malpractice. Through the measures outlined in this policy, the school aims to ensure that AI is used effectively, safely and appropriately to deliver excellent education that prepares our pupils to contribute to society and the future workplace.

For the purposes of this policy, the following terms are defined as:

- AI – The theory and development of computer systems able to perform tasks normally requiring human intelligence, e.g. visual perception, speech recognition, decision-making
- Generative AI – A category of AI algorithms that generate new outputs based on the data they have been trained on
- Misuse of AI – Any use of AI which means that pupils have not independently demonstrated their own attainment

Legal framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Data Protection Act 2018
- The UK General Data Protection Regulation (UK GDPR)
- Keeping children safe in education 2025 (KCSiE)
- Generative artificial intelligence in education (DfE)
- Meeting digital and technology standards in schools and colleges (DfE)

This policy operates in conjunction with the following school policies:

- Online Safety Policy
- Data Protection Policy
- Child Protection and Safeguarding Policy
- Acceptable Use Agreement

Roles and responsibilities

The Governing Body will be responsible for:

- Ensuring that this policy is effective and complies with relevant laws and statutory guidance
- Reviewing this policy on an annual basis
- Ensuring their own knowledge of the use of AI tools in the school is up-to-date

- Ensuring all staff undergo child protection and safeguarding training, including online safety, at induction and at regular intervals
- Ensuring the school follows the DfE's digital and technology standards

The headteacher will be responsible for:

- Ensuring that the use of AI tools in the school is integrated into relevant policies and procedures, the curriculum and staff training
- Communicating with parents to ensure they are kept up-to-date with how AI tools are being used in the school, how this will impact pupils' education and how the school is ensuring the tools are being used safely and effectively
- Ensuring that AI practices are audited and evaluated on a regular basis

ICT support will be responsible for:

- Providing technical support in the development and implementation of the school's AI practices, policies and procedures
- Implementing appropriate security measures

The DPO will be responsible for:

- Understanding and maintaining awareness of what the use of AI means for data protection in the school
- Advising the school on how to integrate the use of AI while complying with data protection regulations

The DSL will be responsible for:

- Taking the lead responsibility for online safety in school
- Liaising with relevant members of staff on online safety matters
- Maintaining records of reported online safety concerns relating to the use of AI tools, as well as the actions taken in response to concerns

All staff members will be responsible for:

- Adhering to the Acceptable Use Agreement and other relevant policies
- Taking responsibility for the security of the AI tools and data they use or have access to
- Modelling good online behaviours when using AI tools
- Maintaining a professional level of conduct in their use of AI tools
- Having an awareness of the risks that using AI tools in school poses
- Reporting concerns in line with the school's reporting procedure
- Where relevant to their role, ensuring that the safe and effective use of AI tools is embedded in their teaching of the curriculum
- Familiarising themselves with any AI tools used by the school and the risks they pose

Data protection and cyber-security

The school is aware of the data privacy and cyber-security implications that come with using generative AI tools and will ensure that all AI tools are used in line with the school's Data Protection Policy. The school will follow current policies to continue to protect pupils from harmful online content that could be produced by AI tools.

All staff will apply their best judgement and common sense to manage cyber-security risks effectively and ensure that the DfE's cyber standards are followed at all times.

The school will:

- Protect personal and special category data in accordance with data protection legislation
- Not allow or cause intellectual property, including pupils' work, to be used to train generative AI models, without appropriate consent or exemption to copyright
- Review and strengthen cyber security by referring to the DfE's cyber standards
- Be mindful that generative AI could increase the sophistication and credibility of cyber attacks
- Ensure that pupils are not accessing or creating harmful or inappropriate content online, including through AI tools
- Refer to the DfE's Filtering and monitoring standards for schools and colleges to ensure that the appropriate systems are in place

If it is necessary to use personal and special category data in AI tools, the school will ensure that the tools comply with data protection legislation and existing privacy policies to protect the data.

The school will be open and transparent whilst ensuring that data subjects understand their personal or special category data is being processed using AI tools.

Using AI tools

The school will ensure that AI tools are used appropriately to achieve the following aims:

- To reduce workload
- To free up teachers' time
- To assist with the production of high-quality and compliant administrative plans, policies and documents
- To support the teaching of a knowledge-rich computing curriculum
- To teach pupils:
 - How to use emerging technologies safely and appropriately
 - About the limitations, reliability and potential bias of AI tools
 - How information on the internet is organised and ranked
 - How online safety practices can protect against harmful and misleading content
 - To identify and use appropriate resources to support their education, including age-appropriate resources and preventing over-reliance on a limited number of tools or resources

Whilst recognising that AI tools can be used appropriately and with benefit to teaching and learning, the school will keep in mind that the content produced by AI tools can be:

- Inaccurate
- Inappropriate
- Biased
- Taken out of context and without permission
- Out of date or unreliable

Where AI tools are used to produce administrative plans, policies and documents, all staff members will understand that the quality and content of the final document remains the professional responsibility of the staff member who produced it. Staff members using AI tools to create documents will not assume that AI output will be comparable with a human-designed document that has been developed in the specific context of the school.

When using AI tools, staff and pupils will ensure that any content produced is scrutinised and cross-checked for its appropriateness and accuracy.

Staff members will be aware that AI tools return results based on the dataset it has been trained on – it may not have been trained on the national curriculum and may not provide results that are comparable with a human-designed resource developed in the context of the national curriculum. Staff members will be mindful of this in their teaching and marking of pupils' work.

Pupils and staff members will be reminded that using AI tools cannot replace the judgement and deep subject knowledge of a human expert. Staff members will stress the importance of pupils acquiring their own knowledge, expertise and intellectual capability rather than relying on AI tools in their work. The school will not allow or cause pupils' original work to be used to train AI tools.

Misusing AI tools

Preventing misuse

The school acknowledges that misuse of AI tools can happen both accidentally and intentionally, and that education and awareness is key to preventing misuse. The school will consider taking the following actions to prevent the misuse of AI tools:

- Restricting access to online AI tools on school devices and networks, especially on devices used for exams and assessments
- Setting reasonable deadlines for submission of work and providing pupils with regular reminders
- Allocating time for sufficient portions of pupils' work to be completed in class under direct supervision, where appropriate
- Examining intermediate stages in the production of pupils' work to ensure that work is being completed in a planned and timely manner
- Engaging pupils in verbal discussions about their work to ascertain that they understand it and that it reflects their own independent work
- Refusing to accept work that is suspected to have been generated through misuse of AI tools without further investigation

Identifying misuse

Staff members will continue to use the skills and observation techniques already in use to assure themselves that pupils' work is authentically their own when attempting to identify a misuse of AI tools.

When reviewing pupils' work to ensure its authenticity, staff members will compare it against other work created by the pupil. Where the work is made up by writing, the staff members will make note of:

- Spelling and punctuation
- Grammatical usage
- Writing style and tone
- Vocabulary
- Complexity and coherency
- General understanding and working level
- The mode of production, i.e. whether the work was handwritten or word-processed.

Staff members will be aware of and look out for potential indicators of AI use, which include:

- A default use of American spelling, currency, terms and other localisations
- A default use of language or vocabulary which might not appropriate to the working or qualification level
- A lack of direct quotations and/or use of references where these are required or expected
- Inclusion of references which cannot be found or verified

- A lack of reference to events occurring after a certain date, reflecting when an AI tool's data source was compiled
- Instances of incorrect or inconsistent use of first-person and third-person perspective where AI generated text has been left unaltered
- A variation in the style of language evidenced in a piece of work, if a pupil has taken specific portions of text from an AI tool and then amended it
- A lack of graphs, data tables or visual aids where these would normally be expected
- A lack of specific, local or topical knowledge
- Content being more generic in nature
- The inadvertent inclusion of warnings or provisos produced by AI tools to highlight the limits of its ability or the hypothetical nature of its output
- The submission of pupil work in a typed format, where this is not usual, expected or required
- The unusual use of several concluding statements throughout the text, or several repetitions of an overarching essay structure within a single lengthy essay
- The inclusion of confidently incorrect statements within otherwise cohesive content

Staff members will remain aware that AI tools can be instructed to employ different languages and levels of proficiency when generating content, and some are able to produce quotations and references.

Exams and assessments

The school will continue to take reasonable steps where applicable to prevent malpractice involving the use of generative AI tools regarding exams and assessments.

Pupils will be made aware of the appropriate and inappropriate uses of AI tools, and the consequences of its misuse. Pupils will be made aware that it is not acceptable to submit work that has been produced with an AI tool, and of the school's approach to plagiarism and malpractice. Pupils will also be made aware of the risks of using AI tools to complete exams and assessments, which include:

- Submitting work that is incorrect or biased
- Submitting work that provides dangerous and/or harmful answers
- Submitting work that contains fake references

The school will also ensure that parents are notified of the risk of using AI tools, what constitutes as misuse, and the school's approach to malpractice.

Teachers, assessors and other relevant staff members will discuss the use of AI tools and agree a joint approach to managing pupils' use of AI tools in the school.

Pupils will only be permitted to use AI tools to assist with assessments where the conditions of the assessment permit the use of the internet, and where the pupil is able to demonstrate that the final submission is the product of their own independent work and thinking.

Safeguarding

The school acknowledges that generative AI tools can be used to produce content that is dangerous, harmful, and inappropriate. The school will follow the procedures set out in the Child Protection and Safeguarding Policy and the Online Safety Policy to ensure that pupils are not able to access or be exposed to harmful content.

Pupils will be taught about the risks of using AI tools and how to use them safely. Pupils will be made aware of how to report any concerns or incidents involving generative AI, and who to talk to about any issues regarding the use of AI tools.

The school will ensure that parents are aware of who to speak to about any concerns or issues regarding the use of AI.

The school will ensure that the appropriate filtering and monitoring systems are in place to protect pupils online, following the DfE's filtering and monitoring standards.

Homework

Teachers will not accept work which is suspected to have been taken from AI tools without further investigation and will maintain good practice.

Ongoing work, e.g. coursework, will be reviewed at intermediate stages in production to ensure that work is underway and represents a natural continuation of what can be evidenced as pupils' own work. Pupils will be advised of how the school will identify AI misuse and what the consequences will be if they are found to have misused it.

When setting homework, or explaining the details of unsupervised assessments, teachers will make clear to pupils whether AI tools can be used and, if so, the extent to which they are permitted.

Pupils will be encouraged to ask questions if they are unsure about how to use AI tools appropriately.. The school will ensure that this policy is communicated clearly to pupils and parents to provide clarity on the school's stance on the use of AI tools.

Monitoring and review

The headteacher will review this policy in full on an annual basis, and following any incidents that occur due to the use of AI tools, e.g. data protection or cyber-security.

Any changes made to this policy are communicated to all members of the school community.