

**Document Owner and Approval**

OUGHTIBRIDGE PRIMARY SCHOOL is the owner of this document and is responsible for ensuring that this policy document is reviewed in line with the school's policy review schedule.

A current version of this document is available on the school website.

Signature:

*H.E. Adams*

Date: 05.08.26

**Version History Log**

| Version | Description of Change | Date of Policy Release by Judicium |
|---------|-----------------------|------------------------------------|
| 1       | Initial issue         | 16/10/2023                         |

## **Artificial Intelligence Policy For Pupils And Parents**

### **Background to the policy**

Although Data Protection law does not specifically define or discuss the guidelines for Artificial Intelligence ('AI'), the guidance from the Information Commissioner's Office and the UK government defines it as using non-human systems to imitate human intelligence.

In this time of constant development and increased usage, there is a need to provide you with an awareness of how AI will be used by the school and the guidelines for usage by pupils, especially if being used to complete school work.

### **Staff authorised usage of AI**

We encourage the informed and responsible use of generative AI applications by staff in carrying out identified business activities. Staff will comply with the terms of the workforce specific policy when using generative AI to carry out business activities.

We encourage the informed and responsible use of authorised AI applications by staff, for the following business purposes:

- (a) Drafting internal guidance, training and presentations;
- (b) Lesson planning
- (c) Conducting research
- (d) Providing summaries
- (e) Idea generation

Where personal data is used with AI applications, an ICO risk assessment and/or data protection impact assessment ('DPIA') has been carried out to ensure transparency in how AI will be used and what mitigating steps have been taken to reduce any potential risk of harm to pupils, staff and any other data subjects whose data might be shared with the authorised systems.

### **Authorised AI applications**

The school allow access to the following AI applications for business purposes:

[Twinkl](#)  
[Teachmate](#)  
[Copilot](#)  
[ChatGPT](#)  
[Tracker+](#)  
[LM Notebook](#)

The listed AI applications may be updated at any time.

### **Pupil usage of AI**

As captured in Appendix A, we will require parents/pupils to sign an Acceptable Use Statement to ensure appropriate usage of AI and they are reminded of the permitted usage along with an outline of what classes as AI misuse.

The school permits pupil usage of AI in the following circumstances:

- (a) As a research tool
- (b) Idea generation for projects
- (c) For use with coursework or homework with the above requirements fulfilled

## **Data Privacy**

The school currently uses Air Ed to assess children's writing. Personal data to be collected and used by AI technology includes the child's full name and class

Personal data shared will be in line with the school's privacy notices and the key principles laid out by the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR).

## **Related Policies**

Pupils (and parents) can refer to the following policies that are related to this AI Policy: -

- Data Protection Policy
- Data Breach Policy
- Privacy notice for parents and pupils.
- IT and any related communications policies

These are available on the school website.

## **Breach of this policy**

If at any time you feel a data breach has occurred in relation to data used, stored or shared with the AI system, please refer to the schools Data Breach Policy and/ or notify Helen Adams, Headteacher, via the school office so that this can be investigated.

## **Appendix A – Acceptable Use Statement - Usage of AI**

This Acceptable Use Statement is designed to ensure appropriate use of AI when completing schoolwork ensuring it is consistent with government and exam board guidelines.

AI tools can only be used as set out within this statement.

AI tools should only be used in limited circumstances and where expressly permitted by a staff member. In the absence of this permission, AI tools should not be used to supplement and support pupil works.

We permit AI uses in the following circumstances:

- (a) As a research tool
- (b) Idea generation for projects
- (c) For use with coursework or homework with the above requirements fulfilled

Where AI is permitted, it must not be misused in accordance with this statement. Examples of AI misuse include, but are not limited to, the following:

- Copying or paraphrasing sections of AI-generated content so that the work is no longer the pupil's own;
- Copying or paraphrasing whole responses of AI-generated content;
- Using AI to complete parts of the assessment so that the work does not reflect the pupil's own work, analysis, evaluation or calculations;
- Failing to acknowledge use of AI tools when they have been used as a source of information;
- Incomplete or poor acknowledgement of AI tools; or
- Submitting work with intentionally incomplete or misleading references.

Therefore, pupils must ensure that any information cited within schoolwork found using an AI system or software, must be referenced in the same way any other article or quotation would be. The Joint Council for Qualifications have confirmed that pupils must show the name of the AI source used and should show the date the content was generated.

I confirm that I have read, understand, and will comply with the terms of this Acceptable Use Statement relating to the use of AI.

Signed: .....

Dated: .....

Print Name: .....