# The Greville Primary School

## Use of Artificial Intelligence (AI) Policy

Created Spring 2026

| | |
|---|---|
| Governors Committee Responsible: | Learning & Teaching |
| Policy Originator: | D Steele |
| Next Review Date | Summer 2027 |

**1. Policy Statement**

At The Greville Primary School, we recognise that the use of artificial intelligence (AI) is increasingly being used across education to support teaching, learning and administration. It can help to support teacher workload, develop children's 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.

2. 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 children to contribute to society and the future workplace.

3. 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. The unethical, unlawful, or malicious application of artificial intelligence technologies to cause harm, deceive, defraud, or manipulate individuals or systems.

This policy ensures compliance with:

- Keeping Children Safe in Education (KCSIE) 2026
- UK GDPR and Data Protection Act 2018
- DfE Guidance on Generative AI: product safety standards 2026
- DfE Generative Artificial Intelligence in Education 2025
- JCQ Guidance on AI in Assessments 2024

This policy operates in conjunction with the following school policies:

- Code of Conduct
- Online Safety Policy
- Cyber Response and Recovery Plan

- Data Protection Policy
- Safeguarding and Child Protection Policy

This policy applies to all staff, children and third-party providers who use AI in the school environment.

**4. Roles and Responsibilities**

**i)The governing body** will be responsible for:

- Ensuring that this policy is effective and complies with relevant laws and statutory guidance
- 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 as far as possible

**ii)The Headteacher** will be responsible for:

- Ensuring that staff receive regular, up-to-date training on how to use AI tools in school
- 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

**iii) Eduthing**, the school's IT support company, 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
- Ensuring that the use of AI tools is taken into consideration when creating policies and procedures regarding online safety, child protection and safeguarding, and data protection
- Supporting with CPD

**iv) The school DPO** will be responsible for:

- Keeping up-to-date and informed with AI technologies relevant to the school
- Understanding and maintaining the 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
- To complete DPIA (Data Protection Impact Assessment) checks on the AI tools that the school want to utilise. **(See appendix A)**

**v) The Deputy DSL** (headteacher) will be responsible for:

- Taking the lead responsibility for online safety in school
- Undertaking training so he understands the risks associated with using AI tools in school
- Liaising with relevant members of staff on online safety matters, including the computing lead
- Maintaining records of reported online safety concerns relating to the use of AI tools, as well as the actions taken in response to concerns
- Reporting to the governing body about the use of AI tools on a regular basis and how it links to safeguarding
-

**vi) All staff members** will be responsible for:

- Adhering to the Online Safety Policy and Staff Code of Conduct 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 relevant AI tools used by the school and the risks they pose

**vii) Children** will be responsible for:

- Adhering to the Greville Online Safety Rules
- Seeking help from the relevant school staff if they are concerned about an experience that they or a peer has experienced while using AI tools
- Reporting concerns in line with the school's reporting procedure
- Understanding the risks AI tools can pose and adhering to which tools are appropriate / not appropriate for them to use. (Google Gemini is a working function on the chrome books that children could use as a search tool).

**5. 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 the procedures in these policies to continue to protect pupils from harmful online content that could be produced by AI tools.
- The school will not enter data that is classed as special category or sensitive into AI tools under any circumstances. Any data entered will not be identifiable and will be considered released to the internet. Using Microsoft Copilot, Google Gemini, Gemini Notebook and Canva will provide the school with Data Enterprise protection. This ensures that confidential data that may be uploaded to these models stays within the school's tenancy, does not train the model and is not released to the internet. No confidential data/information should be uploaded to AI models that do not have data enterprise protection as this would be a GDPR breach. **(See appendix B)**
- All staff will be made aware that generative AI tools are able to create believable content of all kinds, for example credible email scams requesting payment, and that the content AI produces may seem more authoritative and believable than usual scams. 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. Staff should contact the school's DPO initially, who may then direct to the school's technical team, Eduthing, if they feel they are at risk.
- When signing up to use certain Generative AI models, names, email addresses or phone numbers may be required; this data sharing **should** require a Data Protection Impact Assessment to be carried out. Staff who wish to utilise AI tools must ensure that the potential new use is assessed to consider if a Data Protection Impact Assessment is required and follow the school Data Protection Policy and Data Protection Impact Assessment Procedures.

*The school will:*

- Protect personal and special category data in accordance with data protection legislation
- 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
- Be mindful of the data privacy implications when using AI tools and will take steps to ensure that personal and special category data is protected in accordance with data protection legislation. If it is necessary to use 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.
- Be open and transparent whilst ensuring that data subjects understand their personal or special category data is being processed using AI tools.

**6. Using AI tools**

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

- To support workload
- To assist with the production of high-quality and administrative plans, policies and documents
- To support the teaching of a knowledge-rich curriculum (refer to point 7)
- To adapt learning for pupils with additional needs
- 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
- Assessment: e.g. generating of quizzes, supporting with but not taking away teacher judgements.

ii)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

iii) 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.

iv) When using AI tools, staff and children (homework) will ensure that any content produced is scrutinised and cross-checked for its appropriateness and accuracy.

v) 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.

vi) Children 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.

vii) The school will not allow or cause children's original work to be used to train AI tools unless it has appropriate consent or exemption to copyright.

**7. Examples of how staff may use AI in the school (not a exhaustive list)**

i) Senior Leaders: supporting the writing of policies, reports for differing stakeholders, summarising documents, notetaking, supporting communication methods
ii) School administration staff- marketing, communication with stakeholders, website content, letter writing support
iii)Teaching staff- lesson planning, resourcing, pupil reports, admins tasks, generating ideas with children

**8. Preventing AI 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
- Allocating time for children's work to be completed in class under direct supervision
- Engaging pupils in verbal discussions about their work to ascertain that they understand it and that it reflects their own independent work
- Investigating any work that is suspected of being generated through misuse of AI tools
- Investing in educating and training staff, pupils and parents on the use of AI tools and raising awareness of the risks and issues that come with its use
- Teaching staff will employ various assessment methods to evaluate children's understanding and ensure that they have genuinely grasped the subject matter. This may include class discussions, oral presentations, practical demonstrations, and written reflections. By utilising diverse assessment strategies, teaching staff can verify children's comprehension beyond what AI tools can assess, promoting deep learning and authentic pupil engagement.

To maintain assessment integrity, children must declare AI-assisted work and staff must monitor submissions for signs of unauthorised AI use.

- Staff must monitor for sudden changes in children's work that suggest AI use e.g. work that is suddenly better than previously seen, Americanisation of language, other hallmarks of AI-generated content.

**9. Safeguarding and Online Safety**

AI must be used safely within the school environment, preventing harm and ensuring children and staff understand the potential risks associated with AI generated content.

- AI-generated content, including deepfakes and misinformation, presents new safeguarding challenges. Staff and children must be aware of these risks and trained to respond appropriately
- AI tools must not be used to create harmful, misleading or inappropriate content
- Children and staff must be trained to recognise AI-generated deepfakes, misinformation and impersonation risks
- The school's filtering and monitoring systems must detect and prevent AI generated threats (as per the Government's Filtering and Monitoring standards).

- Teach pupils how to use emerging technologies, including AI tools, safely and appropriately
- Raise awareness of the limitations, reliability and potential bias of AI tools
- Include online safety teaching in the curriculum and how to protect against harmful or misleading content
- Encourage the safe and responsible use of digital content

**10. Monitoring and Review**

AI technologies and regulations evolve rapidly. This section ensures the school regularly reviews its AI policy, assesses risks and gathers feedback to maintain compliance and best practices.

- This policy will be reviewed annually in line with updates to DfE, KCSIE, and JCQ guidance.
- DPIA risk assessments will be conducted before any new AI tool is introduced. - Feedback will be sought from staff, students, and parents on AI's impact in education.

| **Learning & Teaching** | **FGB Approval** | **Reviewed/Updated** |
|---|---|---|
| Autumn term | | 9.11.26 |

## Appendix A: DPIA Guidance for AI Tools

### Purpose

The Greville Primary School will complete a Data Protection Impact Assessment (DPIA) before approving any new AI tool for school use. This helps ensure compliance with UK GDPR, safeguarding requirements and the school's duty to protect staff and pupil information.

### When is a DPIA Required?

A DPIA must be completed when:

- A new AI tool is being considered for school use.
- Personal data may be entered into or processed by an AI system.
- The school is unsure how information is stored, shared or used.
- The tool introduces a safeguarding, privacy or security risk.

### DPIA Review Checklist

Before approval, the following questions should be considered:

*Educational Purpose*

- What is the intended educational or operational benefit?
- Is the tool necessary?

*Data Protection*

- What data is entered into the system?
- Is any personal or sensitive information processed?
- Where is the data stored?
- Is data used to train the AI model?

*Safeguarding*

- Could pupils be exposed to harmful or inappropriate content?
- Are filtering and monitoring arrangements sufficient?
- Are there risks relating to misinformation, deepfakes or impersonation?

*Equality and Inclusion*

- Could outputs contain bias or discriminatory content?
- Does the tool support accessibility and inclusion?

*Risk Management*

- What are the identified risks?
- What controls are required to reduce these risks?

*Approval Outcome*

Approved

Approved with Conditions

Not Approved

## Appendix B: Approved AI Tools Register

| Tool | Provider | Approved Users | Age Restriction | Permitted Uses | Restrictions | DPIA Status | Approved By | Status | Review Date |
|---|---|---|---|---|---|---|---|---|---|
| Microsoft Copilot | Microsoft | Staff | Staff Only | Planning, resource creation, emails, policies, reports | No confidential or sensitive data unless specifically approved and protected. Staff should only use organisational accounts and approved school systems when processing school-related information. | Completed | HT | Approved | Summer 2027 |
| Google Gemini | Google | Staff | Staff Only | Research, planning, curriculum development, resource generation | No confidential or sensitive information | Completed | HT | Approved | Summer 2027 |
| Canva AI Tools | Canva | Staff (teacher-directed pupil use where appropriate) | Teacher-directed use only | Presentations, graphics, displays, communication materials | Outputs must be reviewed prior to use | Completed | HT | Approved | Summer 2027 |
| NotebookLM | Google | Staff | Staff Only | Research summaries, curriculum development, policy review | School documents only unless otherwise approved | Completed | HT | Approved | Summer 2027 |