Sandridge Primary School

Artificial Intelligence Policy

The policy was ratified by the Governing Body on 20th March 2025.

This policy will be reviewed in full by the Governing Body every three years.

It is due for review in March 2028.

PURPOSE

Sandridge School will ensure that appropriate procedures are in place regarding the use of Artificial Intelligence (AI).
The purpose of this policy is to enhance pupils' learning outcomes whilst ensuring data privacy.

LEGAL FRAMEWORK

This policy will have consideration for, and be compliant with, the following:

- Data Protection Act 2018
- The UK General Data Protection Regulation (UK GDPR)
- Keeping Children Safe in Education (DfE)
- Generative Artificial Intelligence in Education (DfE)
- Meeting digital and technology standards in schools and colleges (DfE)
- Any other appropriate DfE guidance and/or legislation

SCOPE

This policy applies to the whole school community including:

- Pupils
- Parents/carers
- Staff
- Visitors
- Volunteers
- Job applicants
- Contractors, and
- Governors

DEFINITIONS

Artificial intelligence (AI): Using and computer or machine to reason, learn and act in a way that would normally require human intelligence.

Generative AI: This is a part of Artificial Intelligence that uses generative models to produce, text, images, videos, music and other forms of data.

ROLES AND RESPONSIBILITIES

The Headteacher will be responsible for ensuring:

- that AI practices are audited and evaluated on a regular basis
- that pupils, staff, parents and carers receive appropriate training
- the appropriate implementation of any necessary AI tools
- the effective monitoring of AI tools takes place
- the consideration of cyber security and safeguarding

The Governing Body will be responsible for ensuring:

- the school follows the DfE's digital and technology standards where possible
- compliance of this policy

- training takes place within the school community as appropriate
- compliance with the Online Safety and Acceptable Use Policy
- the review of this policy on a regular basis

Con-Ed (IT provider) will be responsible for ensuring:

- appropriate security measures are in place
- appropriate technical support is provided to implement, monitor and block AI tools as required
- the consideration of cyber security and safeguarding

The Data Protection Officer will be responsible for ensuring:

- the IT provider is implementing necessary AI in line with the DfE's digital and technology standards
- the school is implementing necessary AI in line with the DfE's digital and technology standards
- the provision of advice on the implementation of AI
- the consideration of cyber security and safeguarding

The Designated Safeguarding Lead will be responsible for:

- the filtering and monitoring of AI
- online safety in relation to AI
- the consideration of cyber security and safeguarding
- reporting any concerns to the SLT/Headteacher

Staff will be responsible for:

- obtaining permission from the SLT for responsibly implementing necessary AI tools for pupils' workflow within the curriculum
- obtaining permission from the SLT for responsibly implementing necessary AI tools for their own workflow within the curriculum and administration
- the safe use of AI tools and the awareness of associated risks
- compliance with the Online Safety and Acceptable Use Policy
- the consideration of cyber security and safeguarding

Pupils will be responsible for:

- familiarising themselves with any AI tools used by the school and the risks they pose
- reporting any AI concerns
- reporting any abuse relating to AI
- the safe use of AI tools and the awareness of associated risks
- compliance with the Online Safety and Acceptable Use Policy

APPROPRIATE USE OF AI IN SCHOOL

- Work should be labelled when using AI
- Pupils' work should not be used to train AI tools
- Pupils' work should not be entered into AI tools without the consent of the owner and the school

- Any data entered into AI should not be personal data that is confidential and/or sensitive in nature
- Any data entered into AI by staff and/or governors is the responsibility of staff and governors in relation to content, confidentiality, security, safeguarding and training AI tools

AI MISUSE

- Staff will consider the potential pupil misuse of AI tools when assessing pupils' work
- School devices used for assessments and tests should not have access to AI tools or should have them disabled for the duration
- Staff should investigate the inappropriate use of AI tools and report the use to the SLT
- Pupils should declare AI use within their work
- Pupils may be subject to school sanctions regarding the inappropriate use of AI including online safety and the submission of work
- Submission of personal data and or sensitive data into AI without consent and or a legal basis, may constitute a data breach. This is more likely to apply to AI tools that are based outside the jurisdiction of UK GDPR within the EU and EEA e.g. the USA

IMPLEMENTATION OF AI

- Assess curriculum needs to determine the most necessary and appropriate AI tools
- Assess the staff needs to determine the most necessary and appropriate AI tools
- Provide appropriate training within the school community
- Consider safeguarding procedures
- Consider appropriate cyber security procedures in line with the DfE digital and technology standards where possible
- Consider any other and / or future factors that may come to light

REVIEW

This policy will be reviewed regularly by SLT, the DPO and the Governing Body.