Learning, to make a difference, in God's world

Pilgrims' Cross CE Aided Primary School

Acceptable Use of AI

Revision record

Revision No.	Date Issued	Prepared By	Approved	Comments
1	October 2025	JC	FGB	New policy

Acceptable Use of AI in Schools Policy

1. Introduction
Artificial Intelligence (AI) tools and technologies are increasingly being used in education to support teaching, learning and administrative functions. This policy outlines the responsible use of AI at Pilgrims' Cross Primary School, ensuring ethical, safe and effective implementation that aligns with safeguarding, data protection and educational best practices.

2. Purpose
This policy aims to:

- Ensure the ethical and responsible use of AI at Pilgrims' Cross Primary.
- Protect student data, privacy and well-being.
- Provide clear guidelines on how AI should and should not be used by staff, pupils and administrators.
- Support the integration of AI to enhance learning while maintaining academic integrity.

3. Scope
This policy applies to all staff, pupils, parents and external providers who use AI technologies within the school setting, including but not limited to AI-powered learning platforms, chatbots, generative AI tools (e.g., ChatGPT, CoPilot), and automated assessment systems.

4. Responsible Use of AI
AI may be used within the school for:

- Supporting teaching and learning, including personalised learning experiences.
- Enhancing administrative efficiency and decision-making processes.
- Providing accessibility support for pupils with additional needs.
- Assisting with research, lesson planning and curriculum development.

5. Prohibited Uses of AI
The following uses of AI are strictly prohibited:

- Using AI to generate assignments, essays or assessments that are submitted as a student's original work.
- Relying on AI-generated content without critical evaluation by educators and pupils.
- Using AI for any form of plagiarism, cheating or academic dishonesty.
- Sharing or inputting sensitive or personally identifiable information (PII) into AI systems that are not compliant with data protection regulations.
- Using AI to manipulate images, videos, or text for harmful purposes, including bullying or misinformation.

6. Data Protection & Privacy

- AI tools used within the school must comply with the UK GDPR and Data Protection Act 2018.
- Staff and pupils should not input confidential or personally identifiable information into AI systems unless approved by the school's data protection officer.
- Schools must ensure that AI tools used are from reputable providers with clear data security policies.

7. Safeguarding Considerations

- AI should not replace human oversight in educational or well-being decisions.
- AI-generated content must be fact-checked and critically evaluated before use in teaching.
- Schools should provide training on the ethical use of AI for staff and pupils.
- Any AI tool used in the classroom must align with the school's safeguarding and e-safety policies.

8. Staff Responsibilities

- Staff must ensure that AI tools are used appropriately and in line with curriculum standards.
- Teachers should educate pupils on how AI works, its benefits and its limitations.
- AI-generated content should be verified for accuracy and bias before being shared with pupils.
- Staff should report any misuse of AI tools to the school's designated safeguarding or IT lead.

9. Pupil Responsibilities

- Pupils must use AI ethically and not engage in academic dishonesty.
- AI tools may be used for research and idea generation but must not replace critical thinking and original work.
- Pupils should seek guidance from staff if they are unsure about AI usage.
- Misuse of AI tools may result in disciplinary action as per the school's behaviour and academic policies.

10. Monitoring & Review

- The school will regularly review AI usage and update this policy as AI technologies evolve.
- AI-related concerns should be reported to the school's IT department or leadership team.
- This policy will be reviewed annually in line with data protection and safeguarding updates.

11. Links with other policies

This policy should be read in conjunction with;

- Safeguarding Policy
- Child Protection Policy
- Acceptable use of Technology Policy