



Ruardean C of E Primary School

AI Policy

Love of Learning - Love of Life - Love of One Another

Matthew ch22 v33-40

Policy Reviewed:	Annually
By:	Performance, Standards & Community Committee
Agreed:	21/11/2025
Next Review:	Autumn 2026
Policy Owner	Headteacher

Related Policies

This policy complies with:

- UK GDPR and Data Protection Act 2018
- Online Safety Act 2023
- KCSIE 2025
- DfE AI Guidance (2025)
- Ofsted AI Position Statement
- ICO Guidance on AI and Data Protection
- Ruardean C of E Primary School Data Protection Policy
- Ruardean C of E Primary School Acceptable Use policy
- Ruardean C of E Primary School Behaviour Policy
- Ruardean C of E Primary School Anti Bullying Policy

1.0 Aims

This policy outlines the responsible, ethical, and legal use of Artificial Intelligence (AI) technologies in our school. It applies to all staff, pupils, governors, and third-party providers. The aim of our AI policy is to enhance teaching, learning, and administration through safe AI use. Protect pupils' rights, privacy, and wellbeing. Ensure compliance with UK legislation and DfE guidance and promote digital literacy and critical thinking.

As stated in the school's vision we seek to create a caring Christian community in which children can begin to develop a sense of individual responsibility and understanding of citizenship. It is within this ethos that we promote our core values of hope, creativity, friendship, respect, responsibility, and perseverance.

1.1 Definitions

Within this policy **AI** is defined as technologies that simulate human intelligence to perform tasks. **Generative AI** are Tools that create new content (e.g., ChatGPT, Copilot). **Open AI Systems** are publicly accessible tools that may store user data. **Closed AI Systems** are school-controlled tools with restricted access.

1.2 Roles and responsibilities

- The **governing body** will ensure policy compliance and the annual review of the policy.
- The **Headteacher** will oversee implementation and staff training around the use of AI as well as monitor and safeguard the risks related to AI.
- The **School Business Manager** will ensure compliance in regards to data protection.
- **Staff** will be trained to use AI responsibly and supervise pupils should they use it.
- **Pupils** will use AI tools only under supervision and for educational purposes.

2.0 Acceptable Use of AI

At Ruardean C of E Primary School we understand that we are entering a world with AI and our staff and pupils need to be taught how to be safe and effective when using it.

AI may be used for:

- Lesson planning, marking, and admin support.
- Scaffolded learning and inclusivity support.
- Data analysis

AI must not be used to:

- Replace teacher judgement.
- Process personal or sensitive data (no children's names or personal data of the child, teachers or of the school to be entered into any open or closed AI systems)
- Generate or share inappropriate, biased, or misleading content.

3.0 Safeguarding and Online Safety

The use of AI must align with KCSIE 2025 and the Online Safety Act. The school's filtering and monitoring systems must detect AI-related risks. Staff must be trained to identify and respond to:

- Deepfakes or AI-generated misinformation.
- AI misuse (e.g., cheating, harmful content).
- Data breaches or inappropriate outputs.

3.1 Computing curriculum and online safety

Digital literacy education will be provided for all pupils through our computing and PSHE curriculum, including:

- Understanding AI and its limitations.
- Recognising bias and misinformation.
- Safe and ethical use of AI tools.

4.0 Intellectual Property and Academic Integrity

AI-generated content must be reviewed and cited appropriately. Pupils must not submit AI generated work as their own. Staff must not use copyrighted material to train AI tools.

5.0 The success of this policy

The success of this policy will be judged according to:

- Positive responses to pupil voice
- No data breaches and GDPR concerns

Please note AI has been used to generate some of this policy.