

UPPERBY PRIMARY SCHOOL

Artificial Intelligence (AI) Policy



School Details

Headteacher:	Mrs P Burns
Co-Chair of Governors:	Mr W Atkinson & Miss R Mason
Policy Date:	September 2026
Policy Review Cycle:	Annually
Next Review Date:	September 2027

1. Purpose

Artificial Intelligence (AI) is rapidly becoming part of everyday life and education. AI tools can support teaching, learning, administration, communication and curriculum development. They also present risks relating to safeguarding, privacy, accuracy, bias and copyright.

This policy provides a framework for the safe, ethical and effective use of AI within the school.

Our aims are to:

- Support teaching and learning through appropriate use of AI.
- Reduce workload where this benefits staff and pupils.
- Protect children, staff and families from potential risks.
- Ensure compliance with safeguarding, data protection and copyright requirements.
- Promote responsible digital citizenship and critical thinking.

2. Scope

This policy applies to:

- Pupils
- Teaching staff
- Support staff
- Senior leaders
- Governors
- Volunteers and contractors

It covers all AI systems used in school, including:

- Generative AI tools (e.g. Microsoft Copilot, ChatGPT, Gemini, TeachMateAI)
- AI-powered educational platforms
- AI transcription tools
- AI image-generation tools
- AI-powered assessment and feedback systems

3. Key Principles

The school will ensure that AI is used:

Safely - The welfare and safety of pupils will always come first.

Responsibly - AI should support human decision-making, not replace professional judgement.

Transparently - Users should be open about the use of AI where appropriate.

Inclusively - AI should promote equality and not disadvantage any individual or group.

Legally - All use of AI must comply with UK law, safeguarding guidance and data protection requirements.

4. Staff Responsibilities

Staff may use approved AI tools to support:

- Lesson planning
- Resource creation
- Administrative tasks
- Draft communications
- Curriculum design
- Data analysis where approved
- Accessibility support

Staff are responsible for all content produced using AI.

Staff Must:

- Check all AI-generated content before use.
- Verify facts, figures and references.
- Review content for bias or inappropriate language.
- Ensure resources remain suitable for pupils' age and developmental stage.
- Follow safeguarding and data protection requirements.
- Use only approved school systems where required.

Staff Must Not:

- Enter confidential school information into public AI systems.
- Upload safeguarding records.
- Upload SEND information.
- Upload medical information.
- Upload assessment data containing personal identifiers.
- Use AI to make decisions regarding safeguarding, exclusions, complaints, attendance or pupil outcomes without human oversight.

You own what you publish. AI may assist with content creation, but responsibility remains with the member of staff.

5. Use of AI by Pupils

The school recognises that children will increasingly encounter AI both in and outside school.

Where appropriate and age suitable, pupils may use AI under staff supervision.

AI may be used for:

- Generating ideas
- Supporting research
- Developing digital literacy skills
- Creating revision materials
- Exploring responsible technology use

Pupils Must:

- Use only approved platforms.
- Follow staff instructions.
- Think critically about AI-generated responses.
- Report any inappropriate content immediately.

Pupils Must Not:

- Enter personal information.
- Upload photographs of themselves or others.
- Use AI to create harmful, offensive or inappropriate content.
- Use AI to bully, harass or intimidate others.
- Present AI-generated work as entirely their own when instructed otherwise.

6. Safeguarding

Safeguarding remains our highest priority.

The school will:

- Risk assess AI tools before use.
- Ensure age-appropriate access.
- Apply monitoring and filtering arrangements where available.
- Respond immediately to inappropriate AI-generated content.
- Maintain clear reporting procedures.

Any safeguarding concern involving AI must be reported immediately to the Designated Safeguarding Lead (DSL). This policy should be read alongside the school's Child Protection and Safeguarding Policy.

7. Data Protection and Privacy

The school will comply with UK GDPR and Data Protection legislation.

Staff and pupils must not enter the following information into public AI tools:

- Pupil names
- Staff personal data
- Addresses
- Medical information
- Safeguarding information
- SEND records
- Attendance information
- Assessment records
- Any information that could identify an individual

The school will assess AI products for data protection compliance before adoption. Where AI systems are used, the school will ensure appropriate contractual arrangements and privacy safeguards are in place.

8. Equality, Diversity and Inclusion

The school recognises that AI systems can sometimes generate biased, inaccurate or stereotypical responses.

Staff must:

- Review outputs critically.
- Challenge bias or discriminatory content.
- Ensure resources reflect diverse experiences and communities.
- Promote inclusion and equality through the curriculum.

AI-generated content must align with the school's Equality Objectives and Equality Information Statement.

9. Assessment and Academic Integrity

AI should support learning rather than replace independent thinking.

Teachers should clearly communicate when AI use is:

- Permitted
- Restricted
- Not permitted

Pupils should be encouraged to explain their own understanding and demonstrate independent learning. Where AI has been used to support work, teachers may require pupils to explain how they used it.

10. Copyright and Intellectual Property

Staff and pupils must respect copyright laws when using AI.

Users should:

- Avoid uploading copyrighted materials unless permitted.
- Check ownership and usage rights of AI-generated content.
- Acknowledge sources where appropriate.
- Follow existing school copyright policies.

11. Approved AI Tools

The school will maintain a register of approved AI tools (current list on page 1).

Before approval, leaders will consider:

- Safeguarding implications
- Data protection compliance
- Security arrangements
- Educational benefit
- Accessibility
- Cost and value for money

The approved AI tool register will be reviewed regularly as technology develops.

12. Training and Professional Development

Staff will receive appropriate guidance and training as technology develops. This will include:

- Safe AI use
- Data protection requirements
- Safeguarding considerations
- Prompt writing and verification
- Bias and ethical considerations

New staff will be made aware of this policy during induction.

13. Monitoring and Review

The Headteacher and Senior Leadership Team will:

- Monitor implementation of this policy.
- Review approved AI systems.

- Evaluate emerging risks and opportunities.
- Update procedures where required.

This policy will be reviewed annually or sooner if significant legal, technological or regulatory changes occur.

14. Related Policies

This policy should be read alongside:

- Child Protection and Safeguarding Policy
- Online Safety Policy
- Data Protection Policy
- Staff Code of Conduct
- Acceptable Use Policy
- Behaviour Policy
- Equality Information and Objectives Statement
- SEND Policy

Policy Statement

Upperby Primary School recognises the potential of Artificial Intelligence to enhance teaching, learning and school operations. We are committed to ensuring that AI is used safely, responsibly and ethically, while maintaining the highest standards of safeguarding, privacy, inclusion and educational integrity.

Monitoring and Review

This policy is monitored on a day-to-day basis by the Head teacher, who reports to Governors about the effectiveness on request.

The policy will be reviewed every year.

This policy was agreed by the Governing Body on 16th September 2026.

Date of the next review September 2027.