Ashford Oaks Primary School

Oak Tree Road, Ashford, TN23 4QR

Artificial Intelligence (AI) Policy
March 2025

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Safeguarding Approved: Toni Harris	24 March 2025
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Signed: Rob Cooke **Chair of Governors**	

1. **Purpose**

This policy outlines the acceptable use of Artificial Intelligence (AI) by teaching staff at Ashford Oaks Primary School. It aims to enhance educational experiences, promote effective teaching practices, and ensure the ethical and responsible use of AI technologies within our school community. The integration of AI into our educational framework seeks to support personalized learning, foster creativity, and prepare students for a technology-driven future.

2. **Scope**

This policy applies to all teaching staff, including teachers, teaching assistants, and any other personnel utilizing AI tools in their educational practice. It encompasses all forms of AI, including but not limited to, educational software, assessment tools, and communication platforms.

3. **Principles of AI Use**

a) Educational Purpose

AI tools should be employed primarily to support and enhance teaching and learning. Staff should ensure that AI applications align with the curriculum and educational objectives of Ashford Oaks Primary. This means selecting tools that can facilitate differentiated instruction, provide real-time feedback, and engage students in interactive learning experiences. AI should be used to complement traditional teaching methods, enabling teachers to focus on fostering critical thinking and creativity.

b) Equity and Accessibility

All AI resources must be accessible to every student, regardless of their background or abilities. This includes ensuring that AI tools are available in various formats and languages, accommodating students with special educational needs, and addressing potential biases in AI algorithms. Staff should actively seek out resources that promote inclusivity and ensure that every student can benefit from AI-enhanced learning.

c) Data Privacy and Safeguarding

Staff must adhere to GDPR and school policies regarding data protection and safeguarding, including online safety. Personal data of students should only be collected and used with parental consent and for educational purposes. Personal information about staff or the school should never be used. Any AI tools utilized must have robust security measures in place to protect sensitive information. Staff should regularly review the privacy policies of third-party AI applications and ensure that they meet the school's data protection standards.

d) Transparency

Staff should be aware of how AI tools function, including the data they use and the algorithms they employ. Transparency should be communicated to students and parents to foster trust. This means explaining the purpose of the AI tools, how they will be used in the classroom, and the benefits they provide. Creating an open dialogue about AI fosters a culture of trust and understanding within the school community.

e) Teacher Autonomy

AI should complement teaching practices and not replace the professional judgment of educators. Teachers are encouraged to maintain control over lesson planning, classroom management, and student engagement

f) Professional Development

Staff will receive ongoing training on the effective and safe use of AI tools. Continuous learning opportunities will empower staff to utilize AI effectively and innovate their teaching practices.

g) Ethical Use

Staff must critically assess AI-generated content for biases and inaccuracies. Ethical considerations should guide the selection and use of AI tools, promoting fairness and inclusivity. This involves understanding the potential limitations of AI and being vigilant against reinforcing stereotypes or discriminatory practices. Educators should foster discussions about the ethical implications of AI with students, encouraging critical thinking and responsible use of technology. Generative AI Tools must never be used in a child's presence, as the AI tool's output can't be guaranteed to be appropriate. All resources created through use of AI must adhere to other school policies, and must be checked by staff in advance of the resource being used.

h) Monitoring and Evaluation

The effectiveness of AI tools will be regularly monitored and evaluated. Feedback from staff, students, and parents will be collected to assess the impact on teaching and learning. This process will involve setting clear metrics for success and gathering qualitative and quantitative data to inform decision-making. Regular evaluations will ensure that AI tools continue to meet educational goals and adapt to changing needs.

i) Collaboration

Staff are encouraged to collaborate with colleagues, parents, and the broader community to share insights and best practices related to AI use in education. Collaborative efforts can include professional learning communities, workshops, and outreach initiatives that involve parents and community members. Building a network of support around AI integration enhances the overall effectiveness of teaching practices and promotes a culture of shared learning. effectiveness of teaching practices and promotes a culture of shared learning.

4. Procedures for AI Use

1. Approval Process

Before implementing any new AI tool, staff must seek approval from the leadership team. This includes presenting the intended educational outcomes and how the tool aligns with school policies. The approval process will involve a review of the tool's educational value, its compliance with data protection and safeguarding regulations, and an assessment of its efficacy based on existing evidence or pilot programs. Staff should submit a brief proposal outlining the objectives, implementation plan, and expected outcomes, allowing for informed decision-making.

2. Training Requirements

Staff must complete training sessions on the AI tools they intend to use. Professional development opportunities will be provided to ensure all staff are equipped with the necessary skills to utilize AI effectively. Training will include hands-on workshops, online courses, and peer-led sessions focused on practical applications in the classroom. Staff will also have access to resources such as user manuals, instructional videos, and ongoing support from technology coordinators.

3. Monitoring of AI Tools

Staff are responsible for monitoring student interactions with AI tools to ensure they are used appropriately and effectively. This entails observing how students engage with the technology, ensuring that it meets their educational needs, and providing guidance as necessary. Any concerns regarding misuse, technical issues, or negative impacts on learning should be reported to the leadership team immediately, in line with procedures set out in the Safeguarding / Online Safety Policies. Staff should also encourage students to provide feedback on their experiences with AI tools, contributing to a continuous improvement cycle.

4. **Parental Communication**

Parents will be informed about the AI tools being used in classrooms, including their purpose and how they will benefit their children's learning experience. Consent will be sought where necessary, particularly for tools that collect personal data. Communication methods may include newsletters, parent-teacher meetings, and informational sessions. Providing clear and accessible information will help parents understand the role of AI in their children's education and alleviate any concerns they may have.

5. **Review and Amendments**

This policy will be reviewed annually, and amendments will be made as necessary to reflect changes in technology, educational practices, and legal requirements. The review process will involve gathering feedback from staff, students, and parents to assess the policy's effectiveness and relevance. Any updates will be communicated promptly to ensure all stakeholders are informed of changes that may impact the use of AI in the classroom.

6. **Conclusion**

This policy aims to provide a comprehensive framework for the responsible and effective use of AI in teaching at Ashford Oaks Primary School. By adhering to these principles and procedures, we can leverage AI technologies to enhance educational experiences, support student learning, and prepare our students for a technology-driven future. Through collaboration, ongoing professional development, and a commitment to ethical practices, we will ensure that AI serves the best interests of our students and the educational community.

APPENDIX 1 – AI Tool Approval Process

1. All Staff

Request for approval to be made to Computing Subject Lead for a specific AI Tool. A brief description of the benefits / how it would be used to be provided.

2. Computing Lead

Computing Subject Lead to research and evaluate the requested AI Tool, in collaboration with technician and safeguarding staff.

3. CSLT

A member of CSLT to give final approval for the tool and to set any parameters or limits for use of the tool, where relevant.

APPENDIX 2 – Approved AI Tools

- Free Chat GPT - https://deepai.org/chat/free-chatgpt
  Generative AI tool
- Suno AI - https://suno-ai.me/
  Song Generator AI tool