



South Gloucestershire Council

Longwell Green Primary School

Artificial Intelligence (AI) Policy

'Inspiring learning'

Date of Policy: January 2025

Responsibility: Headteacher

Date of review: January 2028

At Longwell Green, we understand how artificial intelligence (AI) can reduce staff workload, enhance learning, and prepare pupils for future work shaped by technology. However, AI outputs may sometimes be inaccurate, unsafe, or inappropriate, leading to risks such as misuse.

This policy ensures AI is used effectively, safely, and responsibly to deliver high-quality education and prepare pupils for their future roles in society.

Key terms:

- AI: Technology enabling computers to perform tasks requiring human intelligence, such as recognising speech or making decisions.
- Generative AI: AI that produces new content based on its training data.
- Misuse of AI: Using AI in ways that prevent pupils from showing their own learning.

1. Security including Data Protection

We know that the data privacy and cybersecurity risks linked to AI and makes sure all AI use is secure.

No personal or sensitive data will ever be entered into AI tools. Any data used must be non-identifiable and treated as if publicly shared when entered into AI.

Staff are aware that generative AI can produce convincing content, such as realistic phishing emails. AI generated materials may appear more credible than typical scams. Staff will use sound judgment to address cybersecurity risks and strictly follow the DfE's cyber standards. <https://www.gov.uk/guidance/meeting-digital-and-technology-standards-in-schools-and-colleges/cyber-security-standards-for-schools-and-colleges>

At Longwell Green we will:

- Protect personal and sensitive data in line with data protection laws.
- Avoid using pupils' work or intellectual property to train AI models without consent, if in doubt, they will check.
- Follow the DfE's cyber standards.
- Remain alert to the increased sophistication of cyberattacks which may or may not involve the use of AI.
- Stop pupils from accessing or creating harmful or inappropriate online content, including using AI tools.
- Use a robust filtering and monitoring approach.

2. Using AI Tools

We will aim to maximise AI appropriately to:

- Reduce workload and free up teachers' time.
- Support the delivery of the curriculum.
- Create high quality, compliant documents.

We will aim to teach pupils to:

- Use technologies safely and responsibly.
- Understand AI's limitations, potential for errors and its level of reliability.
- See how online information is organised / ranked.
- Use online safety practices to avoid harmful or misleading content.
- Identify and use a range of age appropriate resources, avoiding reliance on a limited set of tools.

Key knowledge of AI Content

Staff know that AI-generated content may:

- Not be accurate, it can be inappropriate, and may be biased.
- Not provide a context, or be relevant.
- Be outdated or unreliable.

When using AI to make materials, staff will retain *full responsibility* for the quality and relevance and general output of the final content. Any piece of work created through AI to be used in a school context *remains the responsibility of the staff member using the technology to create it* and it should not be assumed that AI items are, of themselves as good or relevant as those specifically written for school by humans.

Content Accuracy and Appropriateness:

- Pupils and staff will make sure AI generated work is relevant and accurate.
- Staff should remember that AI outcomes are created from the AI's training data, which will not be the same as the national curriculum or other education / school based specifics.

Guidance on AI Use

- Everyone (pupils and staff) must understand that AI cannot replace human judgment or subject knowledge. Staff will teach the importance of pupils developing their own knowledge and critical thinking skills and not to rely on AI.

Pupils

Using AI tools during lessons with pupils

In the future, it is assumed that Longwell Green will use AI tools to deliver quality lessons to all pupils. The AI resources used will be:

- Approved by the headteacher and external ICT support.
- Accessible to all.
- Appropriate for the activities.
- Appropriate for pupils' age, stage and abilities.

AI tools will be used in school for educational purposes only, and teachers will work with each other to share good practice for using approved AI tools.

Using AI Tools in or for Pupils' Work

Staff will make sure pupils:

- Reference AI tools when used, so staff can see how AI was used and its appropriateness. This will include the AI tool's name and depending on the task set, this may include the questions / prompts asked and given.

Equality

We have no expectation, nor will we set any work outside school that will benefit those that have AI access outside school and those that do not.

If AI is to be used in the classroom, staff will choose AI tools that are accessible for all pupils, being mindful of any barriers to AI use such as SEND.

We know that technology can sometimes lead to accessibility challenges, and will take all reasonable steps to make sure pupils with disabilities or needs can interact in line with their peers, with without hindrance.

Staff

Using AI to plan lessons and create work

Longwell Green is supportive of staff that choose to use AI tools for lesson planning to achieve the following aims:

- To reduce workload
- To free up teachers' time
- To enhance pupils' education
- To provide pupils with more personalised and adaptive learning experiences
- Allow staff to spend more time pupil facing than time on paperwork

All school staff have the option to make lesson plans and other work using AI tools. Where AI tools are used, the quality and content of the final piece will be staff's professional responsibility, and they should not assume the AI output will be comparable with a human work.

Staff using AI tools for lesson planning or other work must understand that the output created by AI should be a starting point or guide rather than the final document. Staff will develop and improve the work in line with specific needs such as their pupils' needs, learning styles and the desired content etc. All AI created work will be critically evaluated by the relevant staff to make sure they are appropriate and beneficial to pupils' education and the task they were created for.

3. Misusing AI

At Longwell Green, we understand that AI misuse can happen accidentally or intentionally and aims to educate to prevent it. To manage misuse, we will:

- Follow this policy, Our Computing and Online Safety Policy, and Safeguarding Policies to identify and address issues.
- Discipline staff and pupils who deliberately or repeatedly misuse AI, in line with the Disciplinary Policy or Positive Behaviour Policy.
- Revoke access to AI tools for individuals if misuse continues, as determined by the Headteacher.

AI Risks and Security

We remain vigilant about risks from data corruption in generative AI:

- **Prompt injection attacks:** Malicious inputs causing unintended AI behaviour.
- **Data poisoning attacks:** Tampered training data leading to harmful outputs.

Encouraging Critical Thinking

At Longwell Green we value and promote critical thinking and linked to AI will encourage healthy scepticism about AI outputs, emphasising awareness of the tools' limitations when it is used.

4. Safeguarding

Longwell Green sees that generative AI can create harmful or inappropriate content. To protect pupils, we follow policies as described above and in addition:

- Pupils will learn about AI risks, safe use, and how to report concerns or incidents.
- Filtering and monitoring systems will meet DfE standards to ensure online safety.
- The Computing Lead will be made aware of any concerns related to AI. Any safeguarding concerns that may arise will be dealt with in accordance with our safeguarding policies.