



MARSH GREEN PRIMARY SCHOOL

ARTIFICIAL INTELLIGENCE POLICY

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Controlled Document

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ARTIFICIAL INTELLIGENCE POLICY

1. INTRODUCTION

Artificial Intelligence (AI) is becoming increasingly integrated into education, offering opportunities to support teaching, learning, and school operations. While the School is committed to exploring the benefits of AI in an educational context, we recognise the need for clear principles and safeguards to ensure its use is ethical, transparent, and lawful.

This policy is designed to sit alongside statutory obligations, including safeguarding, equality and data protection duties and complements existing policies such as the Data Protection Policy, Information Security Policy and ICT Acceptable Use Policies.

2. SCOPE AND PURPOSE

This policy applies to all staff, pupils, volunteers, governors, and third parties who access or use AI tools on behalf of the School. It covers AI systems used in the classroom, for assessment, administration, communication, and any other purpose involving School operations. The policy includes generative AI tools (e.g., chatbots or image generation), predictive analytics, and decision-support systems that use machine learning or algorithmic processing.

This policy also applies to trialling or piloting AI tools, not just permanent adoption.

3. PRINCIPLES FOR USING AI IN SCHOOL

The School is committed to using AI in a responsible, safe, and child-centred way. Any use of AI must:

- ◇ Support teaching and learning or school management in a demonstrable and measurable way
- ◇ Be lawful, fair, and transparent, in line with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018
- ◇ Avoid harm to pupils or staff, including reputational, emotional, or educational harm by naming child, staff and the School.
- ◇ Preserve professional judgment and human oversight in decision-making processes
- ◇ Take into account safeguarding duties and the School's duty of care
- ◇ Be inclusive and free from bias or discrimination
- ◇ Comply with all relevant data protection and security obligations
- ◇ Maintain transparency with pupils, parents, staff and governors where AI is used in ways that directly affect them
- ◇ Ensure human accountability remains central. AI will only ever support, not replace, professional and pastoral judgement.

4. LEGAL AND ETHICAL CONSIDERATIONS

AI tools that process personal data will only be used where there is a clear lawful basis under UK GDPR, such as public task or consent, and where appropriate Data Protection Impact

Assessments (DPIAs) have been completed. In accordance with the Data Use and Access Act 2025 (DUAA), the School will begin to adopt its principles including ensuring accountability, transparency, and proportionality in digital decision-making.

AI tools will only be used where a lawful basis is identified and documented. A DPIA will be undertaken where processing is likely to result in a high risk to rights and freedoms. The School will maintain a record of AI tools in use, their purposes and the lawful bases for processing.

Where AI tools make suggestions or generate content (e.g., marking, feedback, reports), these outputs will be reviewed and verified by staff. AI will never be used to make final decisions that have a significant impact on pupils or staff (e.g., exclusions, exam entries, or recruitment) without meaningful human involvement.

5. PUPIL USE OF AI

Students are not permitted to use AI tools on school devices. This policy is in place to protect academic integrity, ensure student safety and maintain a focused learning environment. Unauthorised use of AI can lead to unfair disadvantages, misuse of technology and potential exposure to unsafe or inappropriate content.

To support reasonable digital behaviour, students are expected complete their work independently and use school devices for approved educational purposes

6. STAFF USE OF AI

Staff may use AI tools to support administrative and teaching tasks, such as planning lessons, generating materials, summarising documents, or analysing trends. Staff must exercise professional judgment and should not rely on AI for factual accuracy or academic appropriateness. Use of AI must always be consistent with the School's safeguarding duties, curriculum expectations, and professional standards. Staff should avoid uploading documents containing personal data (including staff names, pupil identifiers or sensitive information) into unapproved AI systems.

Staff must not input any personal, sensitive, or confidential data into AI tools unless the tool has been formally approved by the School, a DPIA has been completed (where required), and the data is processed in compliance with UK GDPR.

Where AI is used for recording meetings, staff must ensure participants are informed and consent is obtained where required (particularly for external attendees).

7. PROCUREMENT AND APPROVAL

AI tools must not be adopted for use with personal data until approved by the School's Senior Leadership Team and/or the Data Protection Officer (DPO). Where personal data will be processed, a Data Protection Impact Assessment (DPIA) will be carried out, and a written

agreement or contract with the supplier will be required. Only tools that meet the School's data protection and information security standards will be approved.

All AI tools will be risk-assessed for safeguarding and reputational risks, as well as technical/data risks. The School will keep a central register of approved AI tools.

8. DATA PROTECTION AND SECURITY

The School will ensure that AI systems used for processing personal data comply with data minimisation, purpose limitation, and accuracy principles under UK GDPR. AI systems will be evaluated for security risks, and any data processed must be protected in line with the School's Information Security Policy. Suppliers must provide evidence of compliance, such as a Data Processing Agreement (DPA), security certifications, and transparency on whether personal data is used for training models.

Where AI tools are cloud-based or hosted outside the UK, additional safeguards will be applied in line with UK data transfer rules. Where possible, data will be anonymised or pseudonymised before processing by AI systems.

Where AI tools provide automatic transcription or recording, only necessary meeting content will be processed and recordings will be deleted or anonymised once transcriptions are produced.

9. TRAINING AND AWARENESS

Staff will be provided with training on the safe and responsible use of AI, including the ethical implications, risks, and limitations of such tools.

Governors will receive awareness training so they can provide oversight and scrutiny of AI adoption.

10. MONITORING AND REVIEW

The DPO is responsible for monitoring and reviewing this policy. Although this policy is reviewed every three years, changes to legislation, national guidance, codes of practice or advice from the Information Commissioner advice may trigger interim reviews. The DPO will highlight any significant legislative developments that may require earlier action or updates to this Policy.

10. LINKS WITH OTHER POLICIES

This Information Sharing policy is linked to the School:

- Data Protection Policy
- Security Incident and Data Breach Policy
- Data Protection Impact Assessment Policy
- Information Sharing Policy

- Information Security Policy
- Safeguarding and Child Protection Policy
- UK GDPR Privacy Notices

The Information Commissioner also provides a free helpdesk that can be used by anyone and a website containing a large range of resources and guidance on all aspects of Information Law for use by organisations and the public. See www.ico.org.uk