

Ferndale Primary School



AI Policy

Ferndale Primary School

Use of AI Policy

- 1. Introduction:** The purpose of this policy is to establish guidelines for the responsible use of AI (artificial intelligence) tools and technologies within the Ferndale Primary School community. This policy aims to ensure that AI is used in a manner that supports academic integrity, promotes equitable learning opportunities, and enhances educational outcomes, while safeguarding the privacy and well-being of all students and staff.

2. Purpose: This policy provides a framework for implementing AI technologies at Ferndale Primary School. It outlines responsibilities, ethical considerations, and safeguards to ensure AI is used to:

- Enhance teaching and learning
- Support accessibility and inclusion
- Reduce workload
- Narrow the digital divide

Whilst also maintaining the highest standards of data privacy and security.

3. Scope: The policy applies to:

- Staff, students, and parents/guardians (where appropriate)
- AI applications, tools, and systems implemented in teaching, learning, and administrative processes

4. Guiding Principles:

- **Ethical Use:** AI should enhance human-led decision-making and respect the dignity and rights of all users
- **Transparency:** Users must understand how AI systems function and their decision-making processes
- **Inclusion:** AI should address educational disparities and provide personalised learning opportunities
- **Safety and Security:** Robust measures must be in place to protect data privacy and prevent misuse

5. Implementation of AI at Ferndale Primary School:

5.1 Teaching and Learning

- Use AI to support personalised learning plans tailored to individual student needs
- Employ adaptive learning platforms to provide real-time feedback and resources
- Integrate AI tools to develop digital literacy and critical thinking skills

5.2 Administrative Efficiency

- Utilise AI to automate repetitive tasks such as attendance tracking and data analysis

- Implement AI-driven analytics to identify trends and inform school improvement strategies

5.3 Professional Development

- Provide training for educators on the effective use of AI tools in teaching and assessment
- Encourage critical evaluation of AI applications to ensure they align with pedagogical goals

6. Data Protection and Security:

- Comply with the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018
- Conduct regular data protection impact assessments for all AI systems
- Store data securely and limit access to authorised personnel

7. Monitoring and Evaluation:

- Computing lead to oversee implementation and compliance. Work to support Governors, leaders and the DPO to ensure compliance.
- Periodically review the effectiveness of AI applications through feedback and performance metrics as appropriate.
- Adapt policies in line with evolving technology and regulatory guidance as appropriate.

8. Ethical Considerations:

- Prohibit the use of AI for profiling or discriminatory practices
- Ensure that AI decision-making complements, not replaces, human judgment
- Maintain open communication with stakeholders regarding AI use and impacts

9. Responsibilities:

- **School Leaders:** Ensure adherence to the AI policy and provide necessary resources
- **Teachers:** Integrate AI tools responsibly into their teaching practices
- **Students and Parents:** Use AI tools ethically and report any concerns

10. References This policy is informed by:

- Department for Education: *Emerging technologies in education*
- Ofsted Research Review: *Educational Technology*
- UK GDPR and Data Protection Act 2018
- UNESCO: *AI and Education: Guidance for Policy Makers*

11. Review and Revision This policy will be reviewed at least every 3 years to ensure alignment with technological advancements, educational needs, and legal requirements

Best Practice for Using General AI Tools

1. Understand the Purpose of AI

- **Supplement, Not Replace:** AI tools should complement human thinking and creativity, not replace them. These tools can generate ideas and assist in tasks, but they should always support, rather than replace, critical thinking, problem-solving, and the development of individual skills.
- **Enhance Learning:** AI can help students improve their learning by assisting with tasks like research, writing, problem-solving, and content creation. AI should serve as a resource to enhance education and facilitate deeper understanding.

2. Integrate AI Responsibly

- **Train and Educate:** It's essential that both staff and students understand how to use AI tools ethically and effectively. Provide training and resources on the strengths and limitations of AI to help users make the most of these tools for educational purposes.
- **AI as a Tool, Not a Crutch:** Encourage students to use AI to assist in learning activities (like generating ideas, offering suggestions, or automating repetitive tasks), but make sure that human thought and creativity remain central to all projects and assignments.

3. Encourage Ethical Use of AI

- **Promote Originality:** Students and staff should use AI tools to inspire or enhance their work, not to plagiarise or copy. Any content generated with the help of AI should be original or properly credited, especially when AI tools are used for research, writing, or content creation.
- **Respect Copyright and Intellectual Property:** Users should only use AI tools in ways that respect copyright laws. For example, if AI is used to generate creative content, ensure that it does not infringe on intellectual property rights.
- **Avoid Harmful Content:** AI tools must not be used to create, share, or distribute harmful, offensive, or inappropriate content. This includes content that is discriminatory, explicit, or otherwise violates the school's code of conduct.

5. Ensure Privacy and Data Security

- **Data Security:** AI tools should never be used to process personal, confidential, or sensitive data without explicit consent. Students and staff must be aware of data privacy policies and use AI tools in a manner that respects these rules.

Secure Use of AI: Students should be educated about protecting their privacy when interacting with AI.

6. Encourage Creativity and Critical Thinking

- **Encourage Personalisation:** While AI can generate suggestions and ideas, students should add their unique thoughts and creativity to the final product. AI should be viewed as a tool to inspire and enhance work, not as a substitute for original input.
- **Use AI to Enhance Learning, Not Replace It:** AI should be used to assist students in developing new skills and knowledge, not to shortcut the learning process. Encourage students to use AI to expand their understanding, explore new ideas, and engage in deeper learning.

7. Monitor and Review AI Usage

- **Monitor AI Use:** Regularly review how AI tools are being used within the school environment to ensure they align with ethical guidelines and educational goals. This includes monitoring the content generated through AI to ensure it is appropriate, safe, and accurate.
- **Address Misuse:** Any misuse of AI, including creating inappropriate or misleading content, should be addressed promptly. Disciplinary measures may be taken to ensure compliance with the school's acceptable use policy.

8. Stay Informed and Updated

- **Follow Updates:** AI technology is rapidly evolving. Staff should stay informed about the latest developments in AI tools and their applications in education. This ensures that the school remains at the forefront of innovative and ethical AI usage.
- **Encourage Exploration:** Encourage students to explore and experiment with AI tools in a safe and structured environment. The goal is to help them learn how to use AI tools responsibly and to understand their potential uses in various fields of study.

9. Focus on Digital Literacy

- **Teach Responsible AI Use:** It's important to teach students about the broader implications of AI in society, including ethical considerations, potential biases in AI, and the impact of AI on creativity, jobs, and privacy.
- **Develop Critical Thinking:** AI should be used as a tool to develop students' critical thinking skills. Encourage students to evaluate AI-generated content and question its sources, accuracy, and implications. This fosters digital literacy and ensures responsible use.

10. Encourage Safe Sharing Practices

- **Limit Public Sharing:** Be mindful of the content shared publicly, especially when it involves AI-generated work. Students should consider sharing their AI-generated content only in the appropriate educational or school-approved spaces, not on open public platforms without guidance.

- **Review Before Sharing:** Before sharing or submitting AI-generated content, ensure that it adheres to school policies, respects intellectual property rights, and complies with privacy and ethical standards.