

# Hurley Primary School



## Hurley AI Policy

Created: September 2025

Agreed by FGB: November 2025

To be reviewed: October 2026

## 1. INTRODUCTION & PURPOSE

Hurley Primary School recognises the growing role of Artificial Intelligence (AI) in education. This policy ensures AI is used to:

- Enhance teaching, learning, and school administration.
- Safeguard pupils and staff.
- Maintain compliance with DfE digital and technology standards, GDPR, and safeguarding requirements.
- Promote innovation while upholding the school's values of safety, respect, and responsibility.

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## 2. DEFINITIONS

For the purpose of this policy, "AI tools" include:

- **Generative AI** (e.g., ChatGPT, Copilot, image/video generators).
- **Adaptive learning platforms** (e.g., tools that personalise learning pathways).
- **Embedded AI functions** within standard software (e.g., Google Workspace or Microsoft 365 smart features).

This policy applies to **all AI use on school devices, networks, accounts, and for school-related work at home.**

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## 3. ROLES AND RESPONSIBILITIES

- **Staff:** Use AI responsibly, critically evaluate outputs and follow data protection rules.
- **Pupils:** Use AI only for approved purposes, declare AI use in schoolwork, and follow safe and ethical digital practices.
- **Parents/Carers:** Support responsible AI use at home, encourage honesty in schoolwork, and engage with school guidance.
- **Leadership Team & Governors:** Approve AI tools, oversee compliance, provide training, and review risks.
- **DPO:** Ensure GDPR compliance, data minimisation, and cyber security.

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## 4. ACCEPTABLE USE OF AI

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### 4.1 PERMITTED USES

- **Staff**

- Lesson planning support (ideas, scaffolding activities) – must be reviewed before use.
- Drafting administrative documents (letters, reports) — must be reviewed before use.
- Generating teaching resources — checked for accuracy, appropriateness, and bias.
- **Pupils**
  - Research support (fact-checking, generating questions, exploring ideas).
  - Drafting/planning support (mind maps, summaries) — must not replace original work.
  - Coding or creative exploration within subject areas (where directed by teachers).

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#### 4.2 RESTRICTED USES (require review/permission)

- Use of AI-generated materials in lessons without prior staff review.
- AI use in assessments or homework unless explicitly approved.

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#### 4.3 PROHIBITED USES

- Submitting AI-generated work as original pupil work.
- Using AI to create harmful, offensive, misleading, biased, or inappropriate content.
- Inputting personal or sensitive data (pupil or staff names, addresses, medical records) into non-approved AI tools.
- Bypassing school restrictions on AI tool use (e.g., VPNs, unapproved logins).

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### 5. DATA PROTECTION & SAFEGUARDING

- AI tools must comply with **GDPR** and school data protection policies.
- Where possible, data must be anonymised before being entered into AI systems, unless using Copilot 365 which does not share data.
- AI misuse that poses a safeguarding risk (e.g., cyberbullying, harmful content, deepfakes) must be reported through the school's safeguarding procedures.

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### 6. TRAINING & AWARENESS

- **Staff:** Annual training in AI use, cyber security, and safeguarding risks.
  - **Pupils:** Age-appropriate digital citizenship lessons on AI, honesty in work, and online safety. Developing Computing curriculum to include AI
  - **Parents:** Workshops, newsletters, and online resources to support safe AI use at home.
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## 7. MONITORING & REVIEW

- The **SLT Digital Lead** will oversee AI use, maintain an Approved Tools List, and conduct audits.
  - This policy will be reviewed **annually** and updated sooner if government guidance or emerging risks require it.
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## 8. INCIDENT MANAGEMENT

- **Reporting:** Staff and pupils must report concerns about AI misuse (cyber security, safeguarding, inappropriate outputs) to the SLT Digital Lead or Designated Safeguarding Lead.
  - **Response:** Incidents will be logged, investigated, and addressed in line with safeguarding, IT security, and behaviour policies.
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## 9. CONSEQUENCES OF MISUSE

- **Staff:** Misuse may result in retraining or disciplinary action under HR policies.
  - **Pupils:** Misuse (e.g., plagiarism, unsafe behaviour) will be addressed through the school's behaviour policy.
  - **Contractors/Governors:** Breaches will be addressed through governance or contractual processes.
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## 10. COMMUNICATION WITH STAKEHOLDERS

- The school will communicate regularly with staff, pupils, and parents about AI use.
  - An **Approved AI Tools List** will be published and updated as tools are reviewed.
  - Parents will be informed about how pupil data is protected when AI tools are used.
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## APPENDICES

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### APPENDIX A – QUICK GUIDE: ACCEPTABLE AI USE (PUPILS & STAFF)

- **Do:** Use AI for ideas, research, planning.
- **Don't:** Hand in AI work as your own, or share private information with AI.
- **Always:** Check, fact-check, and declare AI use.