# **AI in our school**

**School:** [School Name] **Maintained by:** [Role, e.g., Deputy Head/IT Lead/DPO]  
**Last updated:** [Date]  
**Next review:** [Half-termly date]

*Edit or delete where applicable*

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| **Introduction** |

**1. What is AI**

**About this document:** This guide explains how [School Name] uses artificial intelligence, what you need to know, and how we keep it safe. It's updated termly by [SLT lead/role] and shared with all staff. Questions welcome.

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| **1. What is AI** |

Artificial intelligence (AI) refers to computer systems that learn from data to perform tasks like recognizing patterns, generating text, making predictions, or providing personalized support.

**What you need to know:**

* AI predicts probable responses based on patterns – it doesn't "think" like humans
* Outputs can be helpful, incomplete, or wrong – human oversight is essential
* Every AI system reflects design choices about what to measure and prioritise

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| **2. How we are using AI** |

We use AI tools when they help us improve learning, reduce workload, increase access to support, and maintain inclusion – without compromising safety or relationships.

**Current examples at our school:**

* [**Teaching and learning example(s)]:** [[Tool/approach] [purpose] for [impact]
* **[Planning support example(s)]:** [Tool/approach] helps staff [purpose], saving time for [higher-value work]
* **[Assessment example(s)]:** [Tool/approach] provides [benefit] while teachers maintain final judgement
* **[Business management example(s)]**: [Tool/approach] helps staff [purpose], saving time for [higher-value work]
* **Completed example:** Skye, an AI tutor, provides one-to-one tutoring in maths for pupils who need additional support, making effective tutoring accessible to more learners

**Full list of approved tools:** [Link/location]

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| **3. Safeguards and oversight** |

**Leadership oversight:**

* [Role, e.g., Deputy Head] leads our AI strategy and reviews all tools before use
* Our Data Protection Officer checks every tool meets GDPR standards
* Safeguarding team monitors AI use involving pupil interactions
* All tools assessed for bias, accuracy, and appropriateness

**Built-in safeguards:**

* Teachers remain in control of all learning decisions
* Pupil data protected and never used to train external AI models
* Regular audits of how AI is being used across school
* Clear escalation process for concerns

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| **4. Your rights and responsibilities** |

**Your rights:**

* Understand what AI is used in school and why
* Receive training on approved tools
* Raise concerns without judgement
* Have human oversight on all important decisions

**Your responsibilities:**

* Before using any AI tool, ask: Is this approved? Am I protecting pupil data? Would I check the output before using it?
* Never input sensitive pupil information (names, safeguarding details, personal circumstances) into unapproved AI tools
* Check AI-generated content for accuracy before using it in teaching or communications
* Model responsible AI use for pupils
* Speak up if something doesn't feel right

**If you're concerned about AI use:**

1. Speak to [line manager/DSL/DPO – specify role]
2. Document what you saw/experienced
3. Don't wait – early conversations prevent bigger issues

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| **5. Decisions that must always stay human** |

Some decisions are too important to involve AI. At [School Name], these require direct human judgement:

**1.** [Example: Safeguarding and pupil welfare decisions]  
**Why:** [Only humans can read context, body language, and understand the full picture]

**2.** [Example: Final assessment judgements and reporting]  
**Why:** [Professional judgement must consider factors AI can't measure – effort, circumstances, growth]

**3.** [Example: Sensitive communications with families]  
**Why:** [Trust and empathy are built through genuine human connection]

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| **6. Monitoring and review** |

**Questions or concerns?**

Contact: [Name, role, email] – we want to hear from you

**Want to know more?**

* Full AI policy: [Link]
* Approved tools list: [Link/location]
* Next training session: [Date/details]

This document is reviewed termly and updated as our practice evolves. You'll be notified of any significant changes.