Elson Junior School

ARTIFICIAL INTELLIGENCE (AI) POLICY 2026-2027

ADAPTABILITY ASPIRATION COMPASSION CREATIVITY INTEGRITY

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ARTIFICIAL INTELLIGENCE (AI) POLICY

Policy revision date	September 2026
Review frequency	Annually
Policy written by*	Headteacher
***Please indicate if it is model policy (and if so if it has been localised) and/or if the author has used AI to assist**	Using The Key model guidance and AI
Governing Body/HT approval date	September 2026
Date policy due for next review:	March 2027

Aims and Scope

At Elson Junior School, we recognise the potential of Artificial Intelligence (AI) to enhance pedagogical methods, customize learning experiences, and significantly reduce staff workload. Our primary goal is to use AI to improve student outcomes while maintaining the highest standards of safety and ethics.

This policy aims to:

- Support staff in exploring AI solutions to improve efficiency in planning, administration, and compliance.
- Ensure that AI technologies are used ethically, securely, and responsibly in compliance with the UK GDPR and Data Protection Act 2018.
- Prepare our pupils for a future where AI literacy is essential, while protecting them from its risks.
- Maintain the "Golden Rule": The human is the author. Staff remain responsible for the accuracy and suitability of any AI-generated content.

Links with other policies and documents:

- Data Protection
- Safeguarding
- Behaviour
- Staff Code of Conduct
- Digital safety
- Acceptable use agreements

Legislation and Guidance

This policy is based on the following government and regulatory guidance:

- Department for Education (DfE): Generative AI in education.
- DfE: Generative AI product safety standards.

Roles and Responsibilities

AI Lead (Headteacher)

The Headteacher is the designated AI Lead and is responsible for:

- The day-to-day management of AI use and ensuring staff follow this policy.
- Liaising with the Data Protection Officer (DPO) and Designated Safeguarding Lead (DSL) to ensure AI tools meet safety and legal standards.
- Signing off on any new AI tools after a Data Protection Impact Assessment (DPIA) has been conducted.

All Staff

Staff are encouraged to use AI to reduce workload but must:

- Use only approved tools.
- Fact-check and sense-check all outputs for veracity and suitability before use.
- Ensure no identifiable personal data of pupils or staff is uploaded to open AI platforms.

Regulatory Principles

Elson Junior School follows the principles of responsible AI:

- **Fairness:** We actively check for and rectify inherent biases in AI outputs.
- **Safety and Security:** We protect user data and anticipate threats like hacking.
- **Transparency:** We are open with our community about when and how AI is being used.
- **Accountability:** Decisions are made by humans, not technology; staff can overrule any AI suggestion.

Staff and Governors' Use of AI

Approved AI Tools

The following tools have been checked using DPIA regulations and are authorised for use:

- Arbor AI
- Microsoft Copilot
- NotebookLM
- TeachMate AI
- Oak Academy AI

Approved Purposes

There are a large number of uses for AI and the school recognises that LLMs can considerably reduce workload around a number of tasks including:

- Planning and resource creation
- Administrative tasks
- Report writing
- Data analysis
- Letter writing and other admin tasks
- Policy creation
- Inspection preparation
- Compliance checking

This is not an exhaustive list.

Prohibited Uses

The following are strictly prohibited across all platforms:

- Uploading photos or images of children.
- Uploading personal data (names, addresses, or sensitive info) about staff or pupils.
- Using unauthorized AI tools that have not been approved by the Headteacher.

Staff must check with the Headteacher or School Business Manager if they want to conduct a task using AI but are not sure if it is allowed or not.

Educating Pupils about AI

At Elson Junior School, we believe in teaching pupils to be critical users of technology. Pupils will be taught, for example, about:

- **How AI works:** Understanding Large Language Models (LLMs) and how they are programmed.
- **AI "hallucinations":** Showing examples of how AI can get things wrong or present limited points of view.
- **Fact-checking:** Teaching children to look below the AI-generated answer and verify information from multiple sources.
- **Critical evaluation:** Understanding that AI lacks human judgment and may contain bias.

Use of AI by Pupils

In school, pupils will not use AI to research or create content/work or generate answers. All work must be authored by pupils. In addition, pupils must be taught not to use AI like a standard internet search (e.g. Google searches); they must verify the results. AI may be used by pupils in school for specific IT lessons or art projects (e.g. when discussing AI-generated images) only when supervised by staff.

Formal Assessments

AI is not permitted during internal or external assessments. Any unattributed use of AI-generated content in assessments will be treated as plagiarism/cheating and dealt with in line with the school's Behaviour policy.

Staff Training

The school's Computing lead will ensure all staff have access to CPD on AI. Training will include effective prompt engineering (e.g. Persona, Objective, Audience, Specific, Activity, Boundary, Iterate), as well as identifying and mitigating AI-related safeguarding risks.

Safeguarding

Any safeguarding concerns arising from AI use (e.g., deepfakes, harmful content, or cyberbullying) must be reported to the DSL immediately. We use robust filtering and monitoring to protect pupils from harmful AI-generated content.

Breach of Policy

Staff breaches of this policy will be handled in line with the staff Code of Conduct, Disciplinary policy and any other relevant policies (e.g. Safeguarding, Child Protection).

Pupil breaches (e.g., using AI for bullying or cheating) will be dealt with via the Behaviour Policy as well as other relevant policies and documents (e.g. Acceptable Use agreements, Digital Safety policy).

Monitoring and Transparency

This is a live document. It will be reviewed annually by the Headteacher, Computing Lead and School Business Manager to reflect technological changes.

Feedback from parents, pupils, and staff will be used to evaluate our AI strategy.