



Tetney Primary School

AI Policy

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Artificial Intelligence (AI) Policy

1. Scope and Purpose of Policy

1.1. Tetney Primary School recognises the transformative potential of Artificial Intelligence (AI) in enhancing educational outcomes, personalising learning experiences, and improving administrative efficiency. However, the deployment of AI must be guided by robust ethical standards, data protection principles, and a commitment to safeguarding the rights and welfare of our pupils and staff. This AI Policy sets out the framework for the responsible use of AI technologies, aligning with UK GDPR and the Data Protection Act 2018.

1.2. This policy applies to all AI systems used within Tetney Primary School, including but not limited to:

- AI-driven educational tools and platforms.
- Administrative AI systems.
- AI applications in research.
- AI tools for pupil and staff monitoring and evaluation.
- Personal AI assistant such as Google Gemini.

1.3. Tetney Primary School is committed to harnessing the benefits of AI while upholding the highest standards of data protection, privacy, and ethical conduct. This policy provides a comprehensive framework for the responsible and transparent use of AI within our educational institution.

1.4. AI is generally considered a high-risk technology, and there may be a more privacy-preserving and effective alternative. Any consideration to implement AI will determine whether the objective can be attained without the introduction of an AI-based system.

2. Legal and Procedural Framework

2.1. This policy operates in accordance with key legislation, including the UK General Data Protection Regulation 2018 and the Data Protection Act 2018.

2.2. It should be read in conjunction with other relevant school policies, including:

- Data Protection Policy
- Data Storage, Retention & Disposal Policy
- IT Acceptable Use Policy

3. Core Principles

3.1. **Ethical Use:** AI will be used in a way that is transparent, fair, and accountable. AI systems are intended to support, not replace, human judgement.

3.2. **Data Protection:** All use of AI will comply with data protection laws. We will only process the minimum personal data necessary and will ensure it is protected against unauthorised access or loss. Staff should consider whether the system could be used without inputting

personal data by applying anonymisation, pseudonymisation or tokenisation. Whenever this is possible staff should refrain from inputting personal data into AI systems.

3.3. Transparency: We will be open about our use of AI. The reasoning behind AI-driven decisions should be explainable to those affected.

3.4. Accountability: The school is accountable for the AI systems it deploys. Use of AI will be overseen by the Governing Body and subject to regular review.

3.5. Fairness: AI systems will be checked to prevent bias and discriminatory outcomes. Regular reviews will be conducted to identify and mitigate any biases in AI systems.

3.6. Safety and Security: AI systems must be secure from cyber threats.

3.7. Human Oversight: Significant decisions affecting individuals will not be made by AI systems without the possibility of human intervention.

3.8. Training: We will provide training and guidance to staff and pupils on the responsible use of AI.

4. Implementation and Responsibilities

4.1. The introduction of any new AI system requires approval from the Headteacher, which includes completing a Data Protection Impact Assessment (DPIA).

4.2. Any third-party providers of AI systems must demonstrate compliance with our data protection and ethical standards.

4.3. Any data security incidents or ethical concerns related to AI must be reported immediately according to the school's Data Protection Officer.

5. Guidance for Use

5.1. In the Classroom: AI tools should be used to supplement and enhance high-quality teaching. Teachers should monitor their effectiveness and ensure they are accessible to all pupils, promoting critical thinking about the information AI provides.

5.2. For Planning and Administration: Staff can use approved AI tools to support planning, create resources, and make data-informed decisions. No personal pupil data should be uploaded into AI systems for planning purposes.

6. Permitted and Prohibited Use

6.1. Staff are permitted to use approved AI tools for tasks such as:

- Drafting communications, presentations, and training materials.
- Lesson and activity planning.
- Generating ideas, summaries, and research.
- Providing summaries.

- Idea generation.
- Analysing text to recommend changes and/or improvements.
- Generating images as stimulus material or for internal publication.

6.2. Pupils are permitted to use approved AI tools for:

- Research and idea generation.
- Summarising complex topics for revision.
- Reviewing and suggesting improvements to their own work.
- Generate summaries or explanations of topics or concepts for revision or learning purposes.

6.3. The use of AI is strictly prohibited for:

- Creating 'deepfake' content or inappropriate images.
- Bullying, harassing, or intimidating others.
- Academic malpractice, including plagiarism. Pupils must acknowledge when they have used AI as a source.

6.4. All users must respect intellectual property rights and not upload copyrighted or proprietary content into AI tools.

7. Approved Systems

Tetney Primary School will adhere to an approved list of AI systems approved, as detailed in Appendix A of this policy. Use of these systems for their approved purpose does not require a separate DPIA. Any use that differs significantly from the approved purpose requires a new assessment process.

8. Policy Review

This policy will be reviewed annually by the school Headteacher and approved by the Safeguarding Governor, to ensure it remains effective and compliant with current legislation and technological advancements.

9. Equality Impact Statement

The Equality Act 2010 requires public bodies, in carrying out their functions, to have due regard to the need to eliminate discrimination, advance equality of opportunity, and foster good relations across all protected characteristics. In the development of this policy due regard has been given to achieving these objectives, further to which we will champion equality in all its forms, in keeping with our values.

Appendix A

Gemini

Class Dojo

Microsoft Copilot

Teachmate AI

SLT AI

Notebook LM

SENSHINE