

Upham CE (A) Primary School

Policy for the use of Generative A.I. (Artificial Intelligence)



Approved by Governors – 22 May 2025 (FGB)

Review date – by end May 2026

Reviews will be required before this deadline as the pace of development of AI as a tool is moving rapidly. Reviews will be made as provision/ use of AI evolves, changes or develops beyond the scope of the existing policy.

1. Statement of Principles

AI (Artificial Intelligence) is a rapidly expanding aspect of technological development, embedded and powering increasing aspects of our lives. It has great potential to improve our lives. The DfE describes:

AI has the power to transform education by helping teachers focus on what they do best: teaching. This marks a shift in how we use technology to enhance lives and tap into the vast potential of AI in our classrooms.

(DfE [www.gov.uk/government/publications/generative AI 22/01/25](https://www.gov.uk/government/publications/generative-ai-22/01/25))

However, as with all emerging IT technologies, there are concerns that there are risks to children, as highlighted by the NSPCC:

Content that children see might not be age appropriate, legal or promote healthy behaviours. They can also experience harms such as bullying and sexual abuse through the misuse of AI content generators to create realistic looking content intended to cause harm.

(NSPCC www.nspcc.org.uk/about-us/news-opinion/2025/AI tips for parents 2025)

Our current use (Policy written May 2025) of AI at Upham CE(A) Primary School is very limited as the potential benefits of new technology are only anticipated. This policy is produced in order to pre-empt and shape potential use for the immediate future. The purpose of this policy is to establish appropriate parameters for use during potential expansion and experimentation, not a full description of current practice.

2. Definitions

AI (Artificial Intelligence): includes

- Machine Learning: a subset of AI where algorithms learn from data to improve their performance over time
- NLP: Natural Language Processing in tools such as Alexa or Siri
- LLM: Large Language Models are advanced AI systems trained on vast data sets such as Microsoft Copilot and ChatGPT which can be used to generate new content

It is specifically the use of generative AI systems which is the scope for this policy.

3. Principles for staff use of Generative AI Systems

1. The over-arching principle is that staff will take full responsibility for any content/ material generated by AI. This means that whilst the AI may have generated material, this must be seen as an initial draft and staff must check for accuracy, proof read for appropriateness and quality, evaluate suitability and ensure content is fair, balanced, avoids all bias and consistent with our vision and values.
2. Staff must be transparent in their use of AI systems.
3. Staff must ensure their use of AI systems is safe and reliable – no child or staff personal details (ie names, addresses, dates of birth etc) will ever be entered into systems/ tools.

4. Staff are accountable for the materials they create using AI.
5. Staff use of AI systems will treat all people fairly, without prejudice or discrimination and without bias.

4. Possible Benefits and Drawbacks of Use of Generative AI

Generative AI potentially gives teachers tools to create content in order to promote engagement learning and match learning resources to ability more closely, for example the ability to efficiently reduce the language load of a History text for a child with reading difficulties, so that they can independently access.

However, AI can present information as reality when it is incorrect, wrong, misleading or biased. The level of sophistication is so high that things appear real and credible. We do not want to encourage this, for example by creating images of a historical figure when real primary historical evidence (or lack of) is more important.

AI does make creation of content easy and effortless and anyone can produce writing, images, music and sounds which become theirs. AI should not be allowed to undermine the inherent creative nature of being human or the value we place on creativity. Nothing should replace producing your own pictures, drawings, craft, musical compositions, writing, dances, performances etc but AI might support the process. At the moment, children will not be taught or enabled to use generative AI in school, it is simply a tool for teachers to use.

5. AI Systems/ Tools which can be used

Due to the increased level of security and privacy, staff must only use the following generative AI systems on school infrastructure (which includes teacher school laptops used at home):

- Microsoft 365 Copilot (Accessed via School Microsoft 365 account)
- ChatGPT (Also accessed as an extension within Google suite; Docs, Sheets, Slides)
- Reading Along addition within Google Classroom
- Suno (for music generation)

Some school systems also already have AI extensions within, such as Arbor.

6. Responsible Use of AI Systems

Staff must always use AI systems responsibly, every time, which will involve the need to:

- Evaluate the created material to check it meets the intended purpose and is appropriate for the intended use
- Ensure facts, data, quotes and information are from reliable sources
- Edit and adjust prompts to improve the quality of the AI generated material
- Edit and refine the material to ensure it fully meets the intended purpose and need; AI is the starting point and should never be the final product.

7. What can Generative IT be used for, by staff (including Governors)

Enhancing teaching and learning

- Adjust texts/ written material to better reflect the reading ability of child(ren), either to support or to extend
- Use AI to efficiently source/ find/ research human-created content for use in lessons/ worship
- Use children's writing to generate images as an evaluative aid
- Use to create individualised feedback and assessment information
- Create texts or written material to act as exemplars for teaching across the curriculum
- Generate specific visual/ musical material with specific content/ features required for specific discussion/ stimulation across the curriculum
- Create learning intentions/ success criteria/ lists for children (eg WAGOLLs)
- Create material (texts, images, music) for a specific purpose in order to avoid copyright issues.
- Generate worded problems and questions
- Create material 'in role', to better enable children to engage with a person/ character/ different point of view
- Create presentation materials for lessons and other communication purposes

Supporting Efficiencies to Support/ Balance Teaching Workload

- Summarise on-line documents and publications
- Create emails and letters
- Generate assessment questions and materials
- Generate sentences for use in English lessons to aid learning in phonics, reading, spelling and grammar.
- Create overviews of lesson plans and unit planning as a starting point for planning
- Draft content for written assessments and end of year reports
- Draft content for school policies.
- Summarise texts, stories and subject matter and create questions for the summaries.

More Efficient Administrative Tasks

- Create emails and letters
- Support the development of new systems/ procedures/ proformas required within school
- Use existing applications of AI when already embedded with a specific school system, such as Arbor, in order to access information more efficiently

To Support Strategic operation of Governors

- Aid production of minutes of meetings (overall responsibility for any set of minutes; accuracy and representativeness, resting with an actual person)
- Summarise documents and publications if there is not a responsibility to fully read eg non-statutory guidance
- Aid in the drafting of policies, where AI could contribute to an early stage of development but not a 'finished' document.

8. Innovation and Creative Use of AI

Staff are encouraged to use AI creatively and innovatively for the benefit of improving the effectiveness of teaching and learning and working more efficiently. If any staff member wishes to either use generative AI for a purpose/ context not detailed in this policy or use a specific Generative AI system/ tool not approved within this policy, specific permission must be sought from the headteacher in order to proceed. If it is felt that this is a beneficial use, this will be monitored and potential benefits evaluated. This policy would then be updated and reviewed accordingly to incorporate the positive development.

9. Children's Use of AI Systems

Children will not currently be taught how to use AI systems.

However, in order to help children to become responsible digital citizens and critical thinkers/ evaluators, they will be taught about AI systems which could include the class teacher showing them how they have used them.

One benefit of using Generative AI is to share that this has happened with children as a teaching tool, to help them think about the created outcome. They should be encouraged to think about what is real and reliable and how sources of information can be misleading, incorrect, biased and dangerous. Children are likely to be using AI tools at home so they should be encouraged to talk about their experiences.

10. Useful Reference Material/ Guidance

Generative Artificial Intelligence (AI) in Education (DfE 22/01/25)

www.gov.uk/government/publications/generative-Artificial-intelligence

Ethical Guidelines on the use of Artificial Intelligence (AI) and data in teaching and learning for Educators (European Commission Sept 2022)

<https://op.europa.eu/en/publication-detail/-/publication/d81a0d54-5348-11ed-92ed-01aa75ed71a1/language-en>

Reviewing Generative AI and Children's Safety in the Round (NSPCC Jan 2025)

<https://learning.nspcc.org.uk/research-resources/2025/generative-ai-childrens-safety>

11. Other School Policies

This Policy should be read in conjunction with other school Policies, available on our website or on request from the school office:

- Behaviour and Prevention of Bullying Policy
- E-Safety Policy
- Safeguarding Policy
- Staff Code of Conduct
- Staff Acceptable Use of IT (Within Manual of Personnel Practice)
- Governing Body Code of Conduct