



Play, Learn and Grow...Together!

Ordsall Primary School

## Artificial Intelligence Policy

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**Reviewed by:** Karl Hopkinson (Headteacher)

**Approved by:** Governing Body

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## **Statement of Intent**

At Ordsall Primary School, we are committed to embracing new technologies that support effective teaching, efficient operations, and pupil learning. This policy outlines our approach to the use of Artificial Intelligence (AI), ensuring that it aligns with our values, statutory duties, and the safeguarding of all pupils and staff.

## **1. Legal Framework**

This policy has due regard to relevant legislation and guidance including:

- Data Protection Act 2018
- UK General Data Protection Regulation (UK GDPR)
- DfE guidance on data protection and online safety

## **2. Definition of Artificial Intelligence**

Artificial Intelligence (AI) refers to computer systems that are capable of performing tasks that typically require human intelligence. This includes machine learning, natural language processing, data analysis, and adaptive systems that personalise learning or automate decisions.

## **3. Use of AI in School Operations**

The school may use AI tools to support administrative functions, such as data analysis, communications, scheduling, and reporting. Any use of AI will be evaluated for accuracy, transparency, and compliance with data protection regulations.

## **4. AI in Teaching and Learning**

AI tools may be used in the classroom to personalise learning experiences, support pupils with SEND, provide feedback, or enhance subject delivery. Teachers will always retain professional judgement, and AI will not be used to replace direct teaching. Pupils will be taught about AI systems as part of the curriculum, promoting digital literacy and critical thinking.

## **5. Data Protection and Safeguarding**

All AI tools used must comply with data protection legislation. The school will not use AI systems that make automated decisions about pupils without meaningful human oversight. Any processing of personal data must be fair, transparent and in line with the school's Data Protection Policy. Safeguarding remains paramount—no AI system will be used that compromises pupil safety, confidentiality or wellbeing.

## **6. Ethical Use**

The school is committed to using AI in an ethical and responsible manner. AI systems must be free from bias, respect individual rights, and serve an educational or operational purpose.

## **7. Staff Responsibilities and Training**

Staff are responsible for evaluating the appropriateness of any AI tools they use. Training will be provided to ensure staff understand how AI works, what its limitations are, and how to use it safely and effectively. No staff member should use AI with pupil or confidential school data without prior consultation with the Headteacher or Data Protection Officer.

## **8. Monitoring and Review**

This policy will be reviewed annually or earlier if significant changes to legislation or technology occur. The Headteacher and Governing Body are responsible for ensuring that AI usage in school continues to align with safeguarding, ethical, and legal expectations.