

Safe Use of AI Policy

Approved by	SDC
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Chair of Governors: Charlotte Crabtree

1. Introduction

At Carr Infant School, we recognise that the use of artificial intelligence (AI) can help to positively affect teacher workload, develop pupils' intellectual capabilities and prepare them for how emerging technologies will change workplaces. While there are many benefits to the use of AI tools, the content they produce may not always be accurate, safe or appropriate, and could lead to malpractice.

Through measures outlined in this policy, Carr Infant School aims to ensure that AI is used effectively, safely and appropriately to deliver excellent education that prepares our pupils to contribute to society and the future workplace.

For the purposes of this policy, the following terms are defined as:

- **AI** - The theory and development of computer systems able to perform tasks normally requiring human intelligence, e.g. visual perception, speech recognition, decision-making.
- **Generative AI** - A category of AI algorithms that generate new outputs based on the data they have been trained on.
- **Misuse of AI** - Any use of AI which means that pupils have not independently demonstrated their own attainment.

This policy is in conjunction with the following relevant legislation, statutory guidance and school policies:

- Data Protection Act 2018
- The UK General Data Protection Regulation (UK GDPR)
- DFE Keeping Children Safe in Education
- DFE Generative Artificial Intelligence (AI) in Education
- Child Protection and Safeguarding Policy
- Acceptable Internet Use - Pupils
- Pupil Internet Safety Policy

2. Headteacher responsibilities

- Ensuring staff receive regular, up-to-date training on how to use AI in school.
- Maintaining records of reported online safety concerns relating to the use of AI tools, as well as the actions taken in response to concerns.

3. Staff member responsibilities

- Taking responsibility for the security of AI tools and the data they use or have access to.
- Modelling good online behaviours when using AI tools.
- Maintaining a professional level of conduct in their use of AI tools.
- Having an awareness of the risks that using AI tools in school poses.
- Report concerns to the Headteacher.

All staff will apply their best judgement and common sense to manage cyber-security risks effectively and ensure that the DFE's cyber standards are followed at all times.

4. Data Protection and Cyber Security

Carr Infant School is aware of the data privacy and cyber security implications that come along with generative AI tools, and will ensure that all AI tools are used in line with the Acceptable Internet Use Policy and Information Governance Policy. Carr Infant School will follow procedures and relevant policies to protect pupils from harmful online content that could be produced by AI tools. Staff at Carr Infant School will be mindful of the data privacy implications when using AI tools and will take steps to ensure that personal and special category data is protected in accordance with data protection legislation. If it is necessary to use personal and special category data in AI tools, the Headteacher and staff members will ensure that the tools comply with data protection legislation and existing privacy policies to protect the data.

5. Intellectual property (IP) implications

Carr Infant School will ensure that all uses of generative AI tools adhere strictly to IP laws and best practices. Any use of teacher or pupil created content will be handled with full compliance with copyright laws. Where exceptions to copyright may apply, legal advice will be sought to ensure lawful usage.

Carr Infant School will be vigilant in avoiding secondary infringement of IP. This could occur if AI-generated products are trained on unlicensed materials and are then used in educational settings or published more widely - for example on the school's website. It is to be acknowledged that the following are potential risks associated with secondary infringement:

- Publishing a policy generated by an AI tool that used input derived from another school's policy without obtaining permission.
- Using an image created by an AI tool that was trained on copyrighted material without the copyright holder's consent.

Measures will be put in place to verify the intellectual property rights of any AI generated outputs before their use in public or educational contexts.

6. Using AI tools

AI tools are to be used appropriately to achieve the following aims:

- To reduce workload
- To assist with the production of high-quality and compliant administrative plans, policies and documents
- To support the teaching of a knowledge-rich computing curriculum

Whilst recognising that AI tools can be used appropriately and with the benefit to teaching and learning, it is to be mindful that the content produced by AI tools can be:

- Inaccurate
- Inappropriate
- Biased
- Taken out of context and without permission
- Out of date or unreliable

AI tools will not be used for educational resources without appropriate fact-checking and quality assurance measures in place. When using AI tools staff will ensure that any content produced is scrutinised and cross-checked for its appropriateness and accuracy.

Where AI tools are used to produce administrative plans, policies and documents, all staff members will understand that the quality and content of the final document remains the professional responsibility of the staff member who produced it. Staff members using AI tools to create documents will not assume that AI output will be comparable with a human-designed document that has been developed in the specific context of the school.

7. Misusing AI tools

Carr Infant School acknowledges that misuse of AI tools can happen both accidentally and intentionally, and that education and awareness is key to preventing misuse. The following actions may be taken to prevent the misuse of AI tools:

- Restricting access to online AI tools on school devices and networks

8. Safeguarding

Carr Infant School acknowledges that generative AI tools can be used to produce content that is dangerous, harmful and inappropriate. Procedures will be followed to ensure pupils are not able to access or be exposed to harmful content. It will be ensured that appropriate filtering and monitoring systems are in place to protect pupils online.