Otford Primary School

AI Policy

Date: Autumn 2026

For review : Autumn 2027

Otford Primary School - AI Use Policy

Introduction

At Otford Primary School, we are committed to harnessing the potential of technology to enhance learning and teaching. Artificial Intelligence (AI) tools, including generative AI, have the ability to support both students and staff in achieving educational excellence, while also improving the efficiency of administrative tasks. This policy outlines the appropriate, safe, and responsible use of AI at our school, ensuring that all uses align with the best interests of our students' educational development.

Purpose

This policy aims to:

- Provide clear guidelines on the safe and appropriate use of AI for both staff and pupils.
- Ensure AI is used in a way that supports and enhances teaching, learning, and administrative duties.
- Promote the responsible integration of AI, safeguarding children's well-being, privacy, and educational outcomes.

What is Generative AI?

Generative AI refers to technologies, such as ChatGPT or similar tools, which can generate content like text, images, or audio based on input data. These tools can be used to:

- Answer questions
- Assist with research and homework
- Create educational content
- Offer tailored support or revision activities

While generative AI offers exciting opportunities for education, it is essential to use these tools with caution, ensuring they serve as supportive tools without replacing critical thinking or teacher-student interaction.

Guiding Principles

1. **Safety First**
   AI tools should always be used safely and under supervision. Staff must ensure that all AI tools are used in a way that protects students from harmful content, misinformation, and inappropriate outputs. Any content produced by AI must be reviewed for its appropriateness and accuracy.
2. **AI for Teachers and Staff**
   AI can help teachers with lesson planning, administrative tasks, and reducing workload. However, AI should never replace the essential role of teachers in guiding and interacting with students. Teachers should use AI tools as assistants, not as substitutes for professional judgment or creativity.
3. **AI for Pupils**
   AI tools may be introduced to pupils as part of their learning, with careful supervision. The following guidelines should be followed:
   - AI use by pupils will be limited to educational tasks under the direct supervision of a teacher.
   - Pupils should not use AI tools for unsupervised tasks, such as homework, without clear guidelines on when and how to use these tools responsibly.
   - Tools used will have appropriate safety filters in place to ensure the content is child-appropriate.

4. **Data Privacy and Security**
   Protecting student privacy is a top priority. AI tools must comply with data protection laws. Personal data should not be used in AI tools unless absolutely necessary, and even then, schools must ensure it is handled securely. Parents will be informed about how AI tools are being used in the classroom, especially regarding data processing.

Responsibilities

- **Teachers and Staff** are responsible for ensuring that AI tools are used in line with this policy. They should critically evaluate AI-generated content and guide pupils in using it safely and effectively. AI should never be used in a way that compromises the teacher-student relationship or undermines educational goals.
- **Pupils** should only use AI tools when permitted and should be guided on how to use them appropriately, under teacher supervision. Pupils are expected to use AI tools ethically and responsibly, keeping in mind the potential for bias, misinformation, and inappropriate content.

Risks of AI Use

While AI has many benefits, there are potential risks, including:

- **Inaccuracy**: AI may generate incorrect or misleading information.
- **Inappropriateness**: AI tools could produce content that is unsafe or harmful.
- **Bias**: AI-generated content may reflect biases from its training data.
- **Dependence**: Overreliance on AI may reduce students' critical thinking and problem-solving skills.

These risks will be carefully managed through appropriate safeguards, such as content monitoring and filtering, and ongoing staff training.

Parent and Community Engagement

We will ensure transparency with parents regarding the use of AI in the school. Parents will be consulted about AI's role in education, and we will ensure they are informed of any significant changes in the way AI tools are used with their children. Parent feedback will be an essential part of the ongoing evaluation of this policy.

Conclusion

Generative AI presents new opportunities for learning, but it also requires careful consideration to ensure it is used safely and effectively. By following the guidelines set out in this policy, we aim to balance innovation with caution, ensuring AI supports the educational journey of all pupils while maintaining safety, privacy, and academic integrity.

This policy will be reviewed annually to ensure it remains up-to-date with advancements in technology and evolving best practices.