



AI Policy

Kington St Michael C.E. Primary School

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Reviewed by:	Sarah Myers, Matthew Scarsbrook

This Policy should be read in conjunction with the following policies:

- Staff behaviour policy
- Safeguarding and Child protection policy
- Online safety policy and Acceptable use policy
- Data protection policies
- Teaching and learning policy
- Management of bullying policy
- Bring your own device policy
- Staff laptop/device policy

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Introduction

Kington St. Michael C.E. Primary School AI policy aims to harness the power of Artificial Intelligence (AI) to enhance educational experiences, support staff wellbeing through workload reduction, and promote an understanding and ethical use of AI among students and staff. A key focus is on safeguarding data privacy in compliance with GDPR. Our policy outlines clear guidelines for approval and accountability, ensuring responsible and effective integration of AI technologies in our educational framework. Through this policy, we are committed to balancing innovation with



ethical responsibility, fostering an inclusive and advanced learning environment. Teachers will ask themselves two questions when considering using AI:

1. What will the AI add to the task that cannot be used on paper?
2. Will it save me time?

Objectives

Kington St. Michael C.E. Primary School AI policy is designed:

1. To enhance the educational experience through the integration of AI
2. To support staff wellbeing through workload reduction using AI
3. To promote an understanding and ethical use of AI among students and staff
4. To protect the data privacy and rights of our school community in line with GDPR
5. To amplify thinking of professionals and improve workload but NOT to replace professional judgement

Enhancing educational experience through the integration of AI

Student facing AI teaching applications

These are AI-powered tools that directly interact with students, offering personalised learning experiences. They include adaptive learning platforms, intelligent tutoring systems, language learning applications, and interactive educational games.

Examples include:

- **Adaptive Learning Platforms:** Customise content and difficulty based on student performance.
- **Intelligent Tutoring Systems:** Offer personalised guidance and feedback, simulating a one-on-one tutoring experience.
- **Interactive Educational Games:** Adapt challenges to match the student's learning curve.

Guidance at KSM School in Adopting Student-Facing AI Tools

Understand the Tool: Teachers and leaders should familiarise themselves with AI tool capabilities and integration methods.

- **Data Privacy:** Ensure compliance with data privacy laws (see below).
- **Supplement Teaching:** Use AI tools to enhance, not replace, traditional teaching.
- **Monitor and Evaluate:** Regularly assess the effectiveness of AI tools.



- **Professional Development:** Receive training in using AI tools effectively (see below)
- **Encourage Critical Thinking:** Promote critical evaluation of information provided by AI
- **Equity and Accessibility:** Ensure AI tools are accessible to all students, including those with SEND and are used to enhance inclusion
(Examples of some AI tools are in the Appendix)

Planning and preparation AI applications

Teacher-facing AI tools are designed to aid educators in the creation, organisation, and optimisation of lesson plans and teaching resources. These tools leverage AI to analyse educational content, student data, and learning outcomes to suggest or generate tailored teaching strategies and materials.

Examples include:

- **AI-powered resource creation tools:** AI tools can be used to create lesson plans, or resources saving time (see more below) and personalising resources to particular needs of pupils or groups of pupils.
- **AI-driven Curriculum Development:** AI tools can suggest updates and improvements to the curriculum based on emerging educational trends, student performance data, and global best practices.
- **Personalised Content Recommendations:** AI systems can recommend educational content and activities tailored to the class's learning level, interests, and past performance.

Guidance at KSM School in Adopting AI Tools for Planning

- **Explore and Understand:** Teachers should explore various AI tools to understand their features and how they can best be integrated into their lesson planning. They should request training if required (see below) to help develop their understanding.
- **Data-Informed Decisions:** Teachers should use AI tools to make informed decisions about lesson content and structure, while maintaining pedagogical autonomy.
- **Collaborative Planning:** AI tools can be used to facilitate collaboration among teachers, enabling the sharing of resources and best practices.
- **Continuous Learning:** Engage in ongoing professional development to stay updated with the latest AI tools and methodologies in education (see below)
- **Feedback and Adaptation:** Regularly gather feedback on the effectiveness of AI-aided lesson plans and adapt strategies accordingly.



- **Ethical Considerations:** Ensure that the use of AI respects student privacy and promotes equitable access to education.
- **Data compliance:** Ensure AI tools comply with relevant data regulations (See below). SLT, Teachers and office staff should not input any child's name or personal information into any AI platform (examples of AI tools the school has approved are below)

Data analysis AI applications

These AI tools are designed to help teachers analyse various forms of educational data, including test scores, attendance records, and engagement metrics. By leveraging AI, educators can gain deeper insights into student performance, learning trends, and areas needing attention.

Examples include

- **Performance Analytics:** AI tools can analyse test scores and other performance indicators to identify trends, strengths, and areas for improvement in student learning.
- **Predictive Analytics:** These systems use historical data to predict future performance, helping educators to proactively address potential learning gaps and challenges.
- **Engagement Tracking:** AI can assess student engagement levels through analysis of class participation, assignment completion rates, and online learning interactions.
- **Customised Intervention Strategies:** Based on data analysis, AI can suggest targeted intervention strategies for individual students or groups, tailored to their specific needs.

Guidance at KSM in Adopting AI Tools for Data Analysis

- **Understanding Data:** Teachers should develop a foundational understanding of data analysis principles to interpret AI-generated insights effectively.
- **Ethical Use of Data:** Ensure that all data analysis adheres to ethical standards and respects student privacy and confidentiality.
- **Balancing AI and Human Judgment:** Use AI as a tool to supplement, not replace, professional judgement in educational decision-making.
- **Professional Development:** Engage in training to enhance skills in data analysis and the use of AI tools.
- **Collaborative Insights:** Share and discuss AI-generated insights with colleagues to foster a collaborative approach to student development.



- **Feedback Loop:** Establish a feedback loop to continuously refine and improve the use of AI tools based on real-world classroom experiences and outcomes.
- **Data compliance:** Ensure AI tools comply with relevant data regulations (See below)

Supporting staff wellbeing through workload reduction using AI

KSM School aims to leverage the power of AI to support teacher wellbeing by reducing workload. AI-powered tools such as Teachmate, CanvaAI, Ailia can achieve this. AI tools directed at teachers specifically can be an AI-powered digital assistant for teachers, offering a range of tools designed to significantly reduce the workload of teachers, thereby enhancing the efficiency and effectiveness of their teaching practices.

Examples of tools include:

- **Automating Administrative Tasks:** Some teaching AI tools specialises in automating tasks. These include creating bespoke lesson plans, instant teacher presentations, and generating personalised student reports. This automation allows teachers to devote more time to direct student interaction and pedagogical planning.
- **Content Creation and Management:** Teachers often spend a significant amount of time creating educational content like model texts and comprehension texts. Some teaching AI tools assist in this process, generating high-quality content that can be used in classroom instruction.
- **Streamlining Lesson Planning:** The AI tool aids in lesson planning by providing templates and suggestions based on curriculum requirements and student data. This feature enables teachers to develop comprehensive lesson plans more quickly and efficiently.

Professional responsibility

In the integration of AI tools to support teaching and reduce workload, it's crucial to emphasise the professional responsibility and oversight of teachers at KSM School retain in managing and utilising these tools. While AI offers substantial benefits in terms of efficiency and personalization, the ultimate responsibility for the educational process remains with the teachers. This section outlines key aspects of maintaining professional responsibility and oversight when using AI tools in education.

Understanding and Expertise

- **Continuous Learning:** Teachers should engage in ongoing professional development to understand the capabilities and, importantly, the limitations of



AI tools. This knowledge enables them to effectively integrate AI outputs into their teaching strategies.

- **Critical Evaluation:** Educators must critically evaluate and interpret the data and suggestions provided by AI tools, using their professional judgement to make final decisions.

Ethical Use and Data Privacy

- **Adherence to Ethical Standards:** Teachers must ensure that the use of AI tools aligns with ethical standards in education, particularly regarding fairness, transparency, and inclusivity.
- **Data Privacy Compliance:** Educators are responsible for safeguarding student data. It's imperative to ensure that AI tools comply with data privacy laws and school policies (see below). SLT, Teachers or office staff should not put children's names or any other personal information into AI.

Oversight and Feedback

- **Monitoring AI Tools:** Regular monitoring of the AI tools is essential to ensure they function as intended and contribute positively to the learning process.
- **Feedback Loop:** Establish a system for providing feedback on the AI tools' performance, contributing to their continuous improvement.

Collaboration and Communication

- **Collaborative Approach:** Encourage collaboration among educators in using AI tools, promoting the sharing of experiences, insights, and best practices.
- **Communicating with Stakeholders:** Maintain open communication with students, parents, and administrators about the role and impact of AI tools in education, ensuring transparency and building trust - see below.

Promoting an understanding and ethical use of AI among students, staff and wider stakeholders.

Staff training

At KSM School we believe comprehensive staff training is essential for the effective integration of AI in education. It equips educators with a thorough understanding of AI tools, allowing them to enhance teaching and learning experiences. Training also ensures adherence to ethical standards and data privacy, important when handling sensitive student information. An appropriate series of professional training will accompany the adoption of AI applications.

Transparency with stakeholders: pupils, parents, governors

In implementing AI in education, transparency with stakeholders - pupils, parents, and governors - is crucial. KSM School will communicate with our community where,



how and why we are using AI. Pupils should understand how AI impacts their learning, while parents need to know how it enhances education and safeguards privacy. Governors require detailed updates on AI strategies, educational impacts, and ethical compliance.

Ensuring AI tools are appropriately data compliant

In adopting AI tools at KSM School, it is imperative we ensure compliance with the General Data Protection Regulation (GDPR). GDPR compliance is crucial for protecting the privacy and personal data of students and staff, and for maintaining the integrity and trustworthiness of the educational institution. The following points outline key considerations in ensuring that AI tools are GDPR compliant:

- **Data Protection by Design:** Choose AI tools that are built with data protection as a core feature. This includes robust encryption, secure data storage, and minimal data collection in line with GDPR requirements. Children's names or personal information will not be put into AI.
- **Consent and Transparency:** Ensure that clear consent is obtained from students and staff for the collection and use of their data. Provide transparent information about what data is being collected, how it will be used, and who will have access to it.
- **Data Minimisation:** Adopt AI tools that only collect and process the data necessary for the intended educational purpose. Unnecessary data collection should be avoided to minimise privacy risks.
- **Data Subject Rights:** The AI tools should facilitate the rights of data subjects, including the right to access, rectify, and erase their personal data, as well as the right to object to data processing and the right to data portability.
- **Data Processing Agreements:** Ensure that agreements with AI tool providers include clauses that require them to comply with GDPR. This includes provisions for data protection, processing limitations, and obligations in case of data breaches.
- **Regular Audits and Assessments:** Conduct regular audits of AI tools to ensure ongoing compliance with GDPR. This includes assessing the data protection impact, particularly when introducing new tools or making significant changes to existing ones.
- **Training and Awareness:** Provide training for staff and students (if appropriate) on GDPR compliance, focusing on their roles and responsibilities in protecting personal data when using AI tools.
- **Incident Response Plan:** Develop and maintain an incident response plan to address any data breaches or GDPR non-compliance issues promptly and effectively.



Approval and Accountability

Designated school leaders overseeing AI implementation

To ensure a structured and responsible approach to AI implementation in the school, designated school leaders should be assigned to oversee this integration. These leaders are responsible for guiding and supervising all aspects of AI adoption. Their roles include evaluating the educational value of proposed AI tools, ensuring compliance with legal and ethical standards, and aligning AI initiatives with the school's educational goals and policies. Regular training and professional development should be provided to these leaders to keep them updated on the latest AI advancements and best practices in educational technology.



Appendices

Open and closed platforms

Open generative AI tools use the data you input to learn and improve their outputs. This is known as 'training'. This means they might share any information you give them with other users, including personal data

Closed generative AI tools don't use your data for training, so are generally more secure, as nobody else can access the data you input.



Appendix 1: Approved uses of AI tools (table)

Note that open-source AI tools / open AI tools, meaning tools that anyone can access and modify, should only be used for tasks that don't require personal information to be input.

This is not an extensive list but staff should seek approval before using other AI tools for work linked to school.

APPROVED AI TOOLS	APPROVED FOR	APPROVED USES	RISKS	OPEN/CLOSED	ADULT /CHILD
Teachmate Subscription (NB: currently being trialled) GDPR approved	• Teachers • Governors • SLT • Office staff	Interactive AI tool that is aimed solely for schools Teacher reports, worksheet generator, comprehension generator, model text generator, subject leader action plan, slideshow generator, animates setting descriptions and character descriptions		closed	adult
Oak Academy AI lesson planner (Ailia)	• Teachers	Lesson planning		closed	adult



APPROVED AI TOOLS	APPROVED FOR	APPROVED USES	RISKS	OPEN/CLOSED	ADULT /CHILD
Mentimeter https://www.mentimeter.com/ Integrated AI capabilities. Interactive polling platfor	• Teachers • SLT	Great for co constructing sentences, create class WIAKs, discussing vocabulary from reading to create word clouds.		closed	Adults and child supervised and age appropriate
Blooket https://www.blooket.com/ Game-based learning platform, not pure AI	Teachers SLT	Can be used to set up time tables quizzes/end of term quizzes and end of tpic quizzes		closed	Adults and Child supervised and age appropriate
Canva AI https://www.canva.com/en_gb/	Office staff Teachers SLT	Lesson planning Class Newsletters Worksheets Leaflets Programmes	No child detail to be shared. Limited use Data breaches And storing of information not in the UK	open	adult



APPROVED AI TOOLS	APPROVED FOR	APPROVED USES	RISKS	OPEN/CLOSED	ADULT /CHILD
Rewordify - https://rewordify.com/ Uses natural language processing (NLP) to simplify complex English texts.	Teachers	Simplifies words and give a child friendly definition – it can really help when looking at words in context so great during guided reading sessions for thinking about vocab choices		Closed.	Adults and Child supervised and age appropriate
Mathsbot - https://mathsbot.com/	Teachers	As above but not quite the same variety of resources.		Closed	Adults
Quickdraw - https://quickdraw.withgoogle.com/	Teachers	A google tool- great for teaching pupils about how AI works – you get what you put in!		closed	Adults and Child supervised and age appropriate



Appendix 2

Introduction

The following risk assessment matrix is intended to help schools identify, evaluate, and mitigate risks associated with implementing Artificial Intelligence (AI) in educational processes.

The matrix considers potential risks across various domains, including data protection, ethical considerations, and operational integrity. There is a particular focus on safeguarding and wellbeing issues, highlighting potential risks to student welfare and offers strategies to mitigate these risks effectively. Schools should amend the content of the matrix as necessary and consider the risk profile that is relevant to their own circumstances.

RISK AREA	RISK DESCRIPTION	LIKELIHOOD (LOW/MED/HIGH)	IMPACT (LOW/MED/HIGH)	RISK LEVEL (LOW/MED/HIGH)	MITIGATION MEASURES
Data Protection and Privacy Breaches	Unauthorised access to sensitive data or personal information, leading to safeguarding concerns and commercial risk.	low	low	low	Implement strong encryption, regular audits, and GDPR-compliant data management policies and conduct regular privacy audits. Recommended closed tools to use



RISK AREA	RISK DESCRIPTION	LIKELIHOOD (LOW/MED/HIGH)	IMPACT (LOW/MED/HIGH)	RISK LEVEL (LOW/MED/HIGH)	MITIGATION MEASURES
Cyberbullying	Increased potential for bullying through AI-mediated communication tools.	low	low	low	Monitor AI communication tools, implement clear reporting mechanisms, and provide student support. Teaching mainly using AI
Over-reliance on AI	Over-reliance on AI tools reducing interpersonal interactions among students. Reduction in teacher autonomy and critical decision-making by overusing AI tools.	high	medium	medium	Encourage collaborative learning activities and balance AI use with social engagement. Define clear boundaries for AI use and regularly review its impact on pedagogy. Clear staff training



RISK AREA	RISK DESCRIPTION	LIKELIHOOD (LOW/MED/HIGH)	IMPACT (LOW/MED/HIGH)	RISK LEVEL (LOW/MED/HIGH)	MITIGATION MEASURES
Emotional Manipulation	AI systems unintentionally affecting student mental health through curated content.	low	low	low	Monitor AI-generated content, involve mental health professionals, and promote media literacy.
Inappropriate Content or Conduct	AI exposing learners to harmful or unsuitable materials / behaviour	medium	medium	medium	Conduct rigorous testing of AI tools, apply effective filtering and monitoring and ensure human oversight. Regular staff training and professional dialogue Clear reporting mechanism



RISK AREA	RISK DESCRIPTION	LIKELIHOOD (LOW/MED/HIGH)	IMPACT (LOW/MED/HIGH)	RISK LEVEL (LOW/MED/HIGH)	MITIGATION MEASURES
Mental Health Impacts	Overuse of AI tools causing stress, anxiety, or dependency in learners.	low	low	low	Monitor usage patterns, provide mental health resources, and set expectations on use of AI systems. Teachers to use rather than children.
Bias and Discrimination	AI systems propagating biases that impact student wellbeing or inclusion. AI models producing discriminatory or biased outcomes.	low	low	low	Regularly audit AI algorithms for bias and provide inclusive media literacy education and training.



RISK AREA	RISK DESCRIPTION	LIKELIHOOD (LOW/MED/HIGH)	IMPACT (LOW/MED/HIGH)	RISK LEVEL (LOW/MED/HIGH)	MITIGATION MEASURES
Misuse of AI	Learners using AI tools for harmful, unethical or illegal purposes (e.g., nudification).	low	high	low	Educate learners on responsible and appropriate AI use and establish clear usage policies. Staff are using AI more than children
Misinformation	Creation or spread of harmful or misleading AI-generated content.	low	high	low	Educate staff and learners to verify AI outputs and establish clear policies for verifying content authenticity. Staff are using rather than children



RISK AREA	RISK DESCRIPTION	LIKELIHOOD (LOW/MED/HIGH)	IMPACT (LOW/MED/HIGH)	RISK LEVEL (LOW/MED/HIGH)	MITIGATION MEASURES
Data Accuracy	AI systems generating inaccurate or misleading recommendations.	medium	high	low	Regularly validate AI outputs and involve human oversight in decision-making. Tired staff may make mistakes – ensuring staff are aware of the risks
Legal Compliance	Non-compliance with laws regarding AI usage and learner data.	low	high	medium	Understand legal requirements. Conduct legal reviews and consult experts on AI-related regulations. Staff reminded of what data to enter. Closed platforms used to mitigate risk



RISK AREA	RISK DESCRIPTION	LIKELIHOOD (LOW/MED/HIGH)	IMPACT (LOW/MED/HIGH)	RISK LEVEL (LOW/MED/HIGH)	MITIGATION MEASURES
Cyber-Security	Increased use of AI tools in cyberattacks targeting school systems and data.	medium	high	low	Strengthen cybersecurity protocols and educate staff and learners on safe online practices. Closed platforms used to mitigate risk