MANOR ROAD PRIMARY SCHOOL

ARTIFICIAL INTELLIGENCE (AI) POLICY

October 2026

Manor Road Primary School

Artificial Intelligence (AI) Policy

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Manor Road Primary School

Artificial Intelligence (AI) Policy

Aims

Manor Road Primary School embraces the opportunities presented by Artificial Intelligence while maintaining a firm commitment to safeguarding, inclusion, data protection and educational excellence. We aim to equip pupils with the knowledge and skills needed to understand and navigate AI confidently, critically and responsibly, whilst ensuring that staff use approved systems, including Microsoft Copilot, in a safe and professional manner.

Purpose

Manor Road Primary School recognises that Artificial Intelligence (AI) has the potential to support teaching, learning and school administration when used appropriately, safely and ethically. This policy sets out how AI may be used within our school community and establishes expectations for staff, pupils, governors and volunteers.

The school supports the responsible use of AI technologies that enhance educational outcomes, reduce workload and improve efficiency whilst maintaining high standards of safeguarding, data protection, professional judgement and academic integrity.

In line with Department for Education guidance, AI should be viewed as a tool to support professional practice rather than replace human decision-making, teaching or relationships. AI tools such as Microsoft Copilot may support staff in their work, but responsibility for all professional decisions remains with the member of staff. The Department for Education recognises that generative AI has the potential to reduce administrative workload and support education when used safely and effectively.

Scope

This policy applies to:

- All teaching and support staff
- Governors
- Volunteers and students
- Contractors working within the school
- Pupils

School Position on AI

The school adopts the following principles:

We will:

- Use AI responsibly, ethically and transparently.
- Prioritise safeguarding, privacy and data security.
- Ensure that all AI-generated content is checked by a human before use.
- Teach pupils how AI works, its benefits, limitations and risks.
- Promote critical thinking when engaging with AI-generated information.
- Ensure AI supports, rather than replaces, high-quality teaching and learning.

We will not:

- Allow AI to replace professional judgement.
- Input personal, confidential or sensitive information into public AI systems.
- Use AI in ways that compromise safeguarding, equality or inclusion.
- Allow pupils unsupervised access to AI tools that have not been approved by the school.

Approved Staff Use of AI

The school currently permits staff to use **Microsoft Copilot** as the school's approved generative AI platform.

Copilot benefits from enterprise-level security controls and aligns with the school's existing Microsoft 365 environment.

Staff may use Microsoft Copilot to support:

- Lesson planning
- Resource development
- Differentiation of learning activities
- Drafting letters and newsletters
- Administrative tasks
- Summarising information
- Generating ideas and professional content
- Creating presentations and supporting documentation

All AI-generated outputs must be reviewed, edited and quality assured by the member of staff before being shared or used.

Staff remain professionally accountable for all content produced.

Use of Open AI and Other Public AI Platforms

To reduce risks relating to data security, privacy and safeguarding, staff are not permitted to use public AI platforms such as OpenAI's ChatGPT free or personal accounts, or other public generative AI tools, for school-related work unless explicitly authorised by the Headteacher and Data Protection Officer.

This includes:

- Uploading pupil information
- Uploading SEND documentation
- Uploading safeguarding records
- Uploading personnel information
- Uploading confidential school information
- Uploading assessment information

Any AI platform used within school must meet the school's data protection, safeguarding and cybersecurity requirements.

Data Protection and Confidentiality

Staff must:

- Comply with UK GDPR and Data Protection legislation.
- Never enter personally identifiable information into unauthorised AI tools.
- Never upload safeguarding information to public AI systems.
- Remove identifying information where AI is being used to support document drafting.
- Follow all guidance provided by the school's Data Protection Officer.

Where any uncertainty exists, advice must be sought before using AI.

Using AI in Teaching and Learning

The school recognises that AI forms part of children's future digital world and therefore pupils need an age-appropriate understanding of AI technologies.

AI may be used within learning activities where:

- The tool has been approved by the school.
- Activities are supervised by staff.
- Appropriate safeguarding measures are in place.
- Use supports educational objectives.

Pupils will be taught that:

- AI can make mistakes.
- AI can produce biased or inaccurate information.
- Information generated by AI should always be checked.
- Human judgement remains important.
- AI should be used safely, ethically and responsibly.

Teaching Pupils About AI

The school teaches children about Artificial Intelligence through several aspects of the curriculum.

Computing Curriculum

Pupils learn about AI through the Kapow Primary Computing Scheme, where age-appropriate learning explores:

- What AI is
- How AI systems work
- Real-world uses of AI
- Benefits and risks of AI
- Responsible use of technology
- Digital citizenship and critical thinking

PSHE Education

Through PSHE lessons, pupils learn:

- Digital responsibility
- Online safety
- Critical evaluation of information
- Ethical use of technology

- Protecting personal information online

Assemblies

Whole-school assemblies regularly address:

- Emerging online risks
- Safe use of AI tools
- Misinformation and fake content
- Responsible digital behaviours

Online Safety Ambassadors

The school's Online Safety Ambassadors play an active role in promoting safe and responsible use of technology by:

- Raising awareness amongst peers
- Supporting online safety campaigns
- Sharing age-appropriate guidance about AI
- Helping pupils understand both opportunities and risks associated with AI technologies

Safeguarding Considerations

The school recognises that AI technologies may create safeguarding risks including:

- Inaccurate information
- Exposure to inappropriate content
- Deepfakes and manipulated media
- Misinformation
- Cyberbullying
- Privacy risks

The DSL and DDSL will ensure that AI-related risks are considered within:

- Safeguarding procedures
- Risk assessments
- Online safety provision
- Staff training

Any concerns relating to AI misuse must be reported immediately using the school's safeguarding procedures.

Staff Training

The school will provide regular professional development to ensure staff understand:

- Safe and ethical use of AI
- Data protection requirements
- Safeguarding implications
- Effective classroom applications
- Limitations of AI-generated content
- Emerging developments in educational technology

Links to Other Policies

- Online Safety Policy
- Safeguarding and Child Protection Policy
- Data Protection Policy
- Acceptable Use Policy
- Staff Code of Conduct
- Student & Volunteer Code of Conduct
- Computing Policy

Monitoring and Review

The Headteacher and Governing Body will review this policy annually, or sooner if significant changes occur in:

- Department for Education guidance
- Data protection requirements
- Cybersecurity expectations
- Available AI technologies
- Safeguarding guidance

The school will continue to evaluate the educational benefits and risks of AI to ensure its use remains safe, effective and aligned with our values.

POLICY REVIEW DETAILS		
Policy written by	Karen Marshall	October 2026
Policy reviewed		
Review schedule	Annually or sooner if required	