Khalsa
VA Primary School

Artificial Intelligence Policy & Guide for Staff

Full Governing Body with oversight for this policy	
Policy Updated as per ICO and ratified by the Headteacher	February 2026
Policy / Document due for review	February 2027

1. Introduction

The responsible use of artificial intelligence (AI) is reshaping education and working practices. When used thoughtfully, AI can enhance learning, support professional development, streamline administrative tasks, and foster innovation.

As emerging technologies like artificial intelligence (AI) become more prevalent, the school is proactively developing strategies to guide the safe, effective and ethical use of these tools for student learning following the principles outlined below:

1. **Support Education Goals for All**: AI will be thoughtfully used to enhance outcomes for every student.
2. **Privacy & Security**: AI use will align with UK GDPR regulations, protecting student data.
3. **AI Literacy**: Students and teachers will build skills to critically evaluate the accuracy of and potential bias within AI and utilise AI technologies ethically.
4. **Academic Integrity**: Students are expected to produce original work and properly credit all sources, including AI tools.
5. **Continuous Evaluation**: We will routinely audit AI use, updating policies and training as needed.

At school, we believe it is essential for students to learn about the implications of AI technology. Educating our pupils about how to critically evaluate the accuracy of AI-generated content, as well as understanding potential biases within these tools, will empower them to utilise AI technologies ethically. This knowledge is crucial in preparing them for a future where AI will play an increasingly significant role.

Each tool selected will undergo a thorough vetting process to ensure that it meets our educational standards and is suitable for classroom use. Furthermore, all applications will be used under the supervision of our teaching staff to ensure a safe and guided learning experience. We will assume consent from parents for their child to use age-appropriate AI tools, unless they would like to opt out by emailing the school office.

Our goal is to create a learning environment where AI technologies enhance learning and to prepare students for the future.

This policy outlines Khalsa Primary School's expectations for the responsible, lawful, and ethical use of AI technologies by all staff and stakeholders. It applies to:

- Employees
- Governors
- Consultants and contractors
- Volunteers
- Student teachers
- Casual and agency workers

All use of AI must comply with this policy, and staff must only use tools approved by the school. Where personal data is processed using AI, a Data Protection Impact Assessment (DPIA) will be completed in line with ICO guidance.

2. Background

While UK Data Protection law does not yet contain specific rules for AI, guidance from the Information Commissioner's Office (ICO) provides best practices. AI is defined as the use of non-human systems to simulate human intelligence, including reasoning, learning and decision-making.

As AI technologies rapidly evolve, it is essential that the school provides clear guidelines for use,

monitoring protocols and safeguards for pupils and staff.

Ongoing Review and Adaptation of the AI Policy

Given the rapid pace of development in artificial intelligence (AI) technologies, this policy is intended to be a living document. It will be reviewed regularly and updated as necessary to reflect changes in technology, best practice, data protection guidance and educational priorities.

Any significant updates to the policy will be clearly communicated to all relevant stakeholders.

3. What is Generative AI?

AI tools fall into different categories:

- Generative AI: Produces new content such as text, images, code, video or data. Examples include:
  - Writing summaries, reports or presentations
  - Creating or refining lesson plans
  - Generating code
  - Supporting pupil learning with feedback tools
- Predictive AI: Analyses patterns to make predictions (e.g. attendance, behaviour trends).
- Extractive AI: Pulls specific data from large datasets, such as summarising reports or extracting student progress data.

This policy focuses on generative AI but applies to all AI systems used in school operations. Only tools listed in the Approved AI Tools document may be used unless approved by the Headteacher.

4. School Vision for AI

As part of our vision, we support the purposeful, ethical use of AI to improve teaching, learning and operational efficiency.

AHEAD Principles

We adopt the AHEAD framework to guide our AI use. Professor Rose Luckin's A.H.E.A.D. framework contains five key principles for the development and implementation of Purpose-driven Artificial Intelligence (PAI) in education:

1. **Alignment with Educational Goals**: PAI should be developed and utilised in accordance with well-defined educational objectives, ensuring that it serves to enhance learning outcomes.
2. **Enhancing Human Intelligence**: The aim of PAI is to augment human intelligence rather than replace it, empowering learners and educators to reach their full potential by leveraging AI's capabilities.
3. **Evidence-Based**: The creation and application of PAI should be grounded in learning science research and evidence-based practices, ensuring its effectiveness in supporting teaching and learning.
4. **Adaptability and Personalisation**: PAI systems should be flexible to accommodate individual learners' needs, abilities, and contexts, providing personalised learning experiences tailored to each student's unique requirements.
5. **Designed and Used Ethically**: PAI must be developed and deployed responsibly, with transparency regarding its functionalities, limitations, and potential biases, and with a focus on promoting equity and inclusion.

5. Pupil Use of AI

Pupil Education on AI

- What AI is and how it works – verifying sources of information and assessing credibility
- Benefits and limitations of AI - AI misinformation, online manipulation and data privacy risks
- The future of AI in society
- AI safety (embedded into Online Safety curriculum and DSL-approved content) – equipping students with digital literacy and critical thinking skills needed to safety and responsibly navigate an AI-driven online world.

Children must not use AI software to create or complete their homework under any circumstances, as this undermines the learning process and does not reflect their own understanding or effort. However, children may use websites that include AI tools – such as certain photo creation or editing platforms – as long as these tools are used to support their work rather than do it for them. In all cases, the majority of the content must be produced by the child to ensure the work remains authentic and meaningful.

6. Authorised Applications and Usage

Staff may only use school-approved AI tools for professional purposes.

Authorised AI Tools:

- TeachMateAI
- ChatGPT
- Gemini
- Microsoft Copilot
- SchoolAI
- Magic SchoolAI
- HeyGen AI
- Suno
- NapkinAI

Authorised Uses Include:

- Drafting guidance, emails, or training content
- Creating presentations
- Lesson planning or idea generation
- Researching topics
- Writing or reviewing code
- Summarising large documents
- Enhancing grammar, tone, and clarity of communication

Any additional use must be authorised by the Headteacher. Staff must consult the DPIA and ICO Risk Toolkit if personal data is involved.

The school recognises that many staff members possess valuable expertise in specific areas of artificial intelligence (AI) and maintain a strong working knowledge of emerging AI tools. Should a member of staff wish to propose the use of a new AI tool, a written request must be submitted to the Headteacher for consideration.

7. Guidelines for Staff Use

- Only use **approved AI tools**
- Never input personal data, sensitive information, or school identifiers (e.g. names, emails, images)

into public AI platforms unless explicitly authorised
- Always log in with your school email
- Do not share login credentials or permit unauthorised use
- Do not attempt to generate offensive, harmful, discriminatory, or inappropriate content
- Always label AI-generated images as such (see example in Appendix B) to ensure transparency in image use and development of stakeholder's ability to detect AI generation

8. Data Privacy and Protection

AI systems must not be used to process personal data without prior approval. A DPIA must be conducted where applicable.

We recognise:

- The need to protect the privacy of pupils and staff
- The importance of transparent, accountable AI use
- The evolving nature of data protection and AI regulation

This policy will be updated as new legal requirements and technical standards emerge.

9. Personal Use of AI

Staff must not use school systems to access AI tools for personal reasons. Any personal use must be:

- Outside working hours
- On personal devices
- In line with school values and professional conduct

Access may be revoked at the discretion of the school.

10. Monitoring

AI use on school systems will be monitored for:

- Policy compliance
- Protection of confidential and personal information
- Detection of misuse
- Performance monitoring
- Legal and safeguarding obligations

Monitoring is conducted in line with the school's IT and data policies.

11. Breach of Policy

Breaches may result in disciplinary action, up to and including dismissal. This includes:

- Misuse of AI on school or personal devices
- Breaches of confidentiality or data protection laws
- Failure to comply with monitoring investigations

All staff must report suspected breaches to the Headteacher immediately. Refer to the school's Data Breach Policy for full procedures.

12. Related Policies

This policy should be read alongside:

- Code of Conduct
- Bring your own Device Policy
- Privacy Notice for Staff
- Data Protection Policy
- Data Retention Policy
- Acceptable Use and Agreement
- Code of Conduct for School Staff
- E-Safety Policy

Appendices

Appendix A – Staff User Agreement (to be signed annually)
Appendix B – AI Generated Image labelling
Appendix C – Glossary of Terms

Appendix A - Acceptable Use Statement – Staff usage of AI

Acceptable Use Statement – Staff usage of AI

This Acceptable Use Statement is designed to ensure appropriate use of AI by staff, ensuring it is consistent with the schools permitted usage detailed within the AI staff policy.

AI tools can only be used as set out within this policy and any additional usage will be reviewed and updated within the policy.

I am aware that due to the nature of AI development, this policy may be updated regularly. When this occurs, an email with changes will be sent. It is my responsibility to read and understand the email.

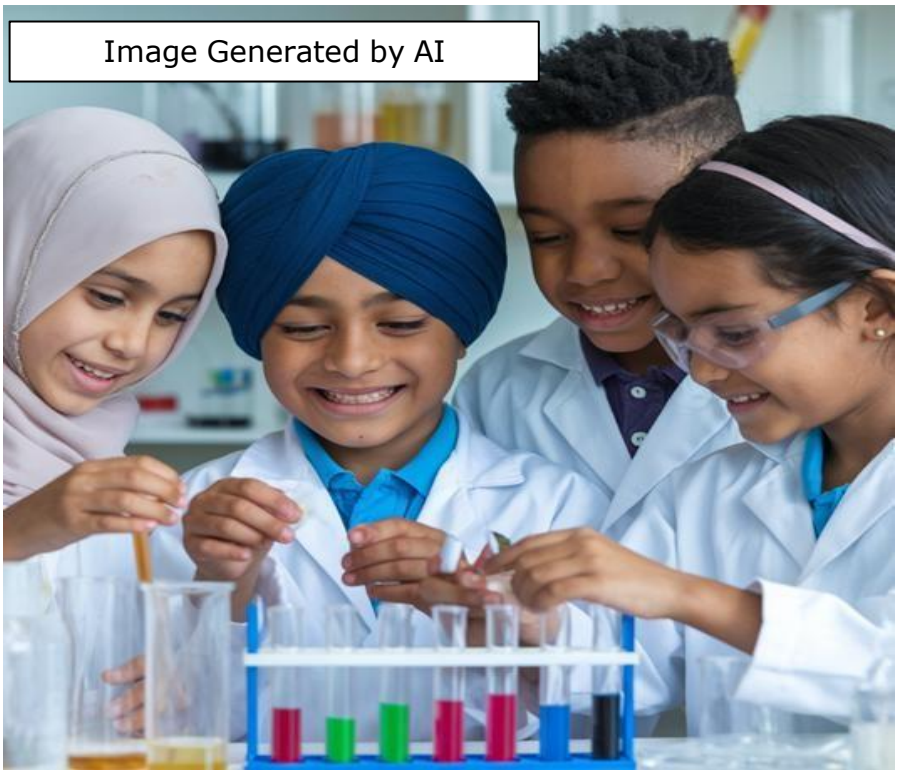
I confirm that I have read, understand, and will comply with the terms of this Acceptable Use Statement relating to the use of AI.

Signed: ……

Dated: ……..

Print Name: …….

Appendix B – AI Generated Image labelling



Appendix C – A-Z Glossary of AI Terms for Primary School Staff

This glossary provides clear, primary school-relevant definitions of AI terms to help educators understand artificial intelligence.

A

- Algorithm – A set of instructions AI follows to complete a task, like sorting data or recognizing patterns.
- Artificial Intelligence (AI) – Technology that enables computers to mimic human thinking and decision-making.
- Automation – AI-powered systems that complete repetitive tasks without human input, such as marking quizzes.

B

- Bias (AI Bias) – When AI produces unfair or unbalanced results due to biased data or design, e.g., underrepresenting certain groups in educational content.
- Big Data – Large amounts of information that AI uses to find patterns, like analysing student learning progress.
- Bots (Chatbots) – AI programs that simulate conversation, like virtual teaching assistants or helpdesk tools.

C

- Chatbot – An AI tool that interacts with users through text or speech, like ChatGPT.
- Computer Vision – AI's ability to "see" and recognise images, useful for reading handwriting or analysing student drawings.
- Creativity AI – AI that generates creative content, such as stories, lesson plans, or artwork.
- Cybersecurity – Protecting digital systems, including AI tools, from hacking or data breaches.

D

- Data Privacy – Ensuring students' and teachers' personal data is kept safe when using AI tools.
- Deep Fake - An AI-generated image, video, or audio recording that realistically mimics a person's appearance, voice, or actions, often in a way that can be misleading or deceptive.
- Learning – A complex AI technique that helps computers learn from data, similar to how human brains process information.
- Digital Assistant – AI-powered helpers like Siri or Alexa that support classroom management.

E

- Ethical AI – Ensuring AI is used fairly and responsibly, especially in education.
- Explainability – The ability to understand how an AI system makes decisions, important for educators assessing AI-generated content.

F

- Facial Recognition – AI technology that identifies faces, sometimes used for school security but raising privacy concerns.
- Fine-Tuning – Adjusting an AI system to make it work better for a specific task, such as personalizing learning support.

G

- Generative AI – AI that creates new content, such as writing stories, generating images, or composing music.
- GPT (Generative Pre-trained Transformer) – A type of AI (like ChatGPT) that processes and generates human-like text.

H

- Hallucination (AI Hallucination) – When AI generates false or misleading information that seems real but is incorrect.
- Human-in-the-Loop – A system where humans oversee and guide AI decision-making to ensure accuracy.

I

- Inclusive AI – AI designed to support diverse learners, including those with special educational needs (SEND).
- Intelligent Tutoring System – AI that provides personalised learning support to students, similar to a virtual tutor.

J

- Judgment-Based AI – AI that makes decisions using patterns in data, but still requires human oversight in educational settings.

K

- Knowledge Representation – How AI stores and organises information to answer questions or provide learning support.

L

- Large Language Model (LLM) – A powerful AI trained on massive amounts of text to generate human-like responses (e.g., ChatGPT).
- Learning Analytics – AI analysing student progress to help teachers tailor lessons to individual needs.

M

- Machine Learning (ML) – A type of AI that "learns" from data to improve its predictions or decisions over time.
- Moderation AI – AI that filters inappropriate content in digital learning spaces.
- Multimodal AI – AI that processes different types of input, like text, images, and sound, for richer learning experiences.

N

- Natural Language Processing (NLP) – AI's ability to understand and respond to human language, enabling chatbots and voice assistants.
- Neural Network – A complex AI model inspired by how the human brain processes information.

O

- Optical Character Recognition (OCR) – AI that converts printed or handwritten text into digital text, useful for scanning worksheets.

P

- Personalised Learning – AI adapting lessons to individual student needs and progress levels.
- Predictive Analytics – AI analysing patterns to predict student performance and support interventions.
- Prompt Engineering – The skill of writing clear, detailed instructions to get the best results from AI tools.

Q

- Quantum Computing – A future technology that could make AI even faster and more powerful in data processing.

R

- Recommendation System – AI suggesting learning resources based on a student's interests and progress.
- Reinforcement Learning – AI learning through trial and error, improving its responses over time.
- Responsible AI – Ensuring AI use aligns with ethical and safeguarding standards in education.
- Retrieval-augmented generation (RAG) is a natural language processing (NLP) technique that combines large language models (LLMs) with information retrieval systems to generate more accurate and relevant text.

S

- Speech Recognition – AI that converts spoken words into text, useful for dictation and accessibility tools.
- Supervised Learning – AI trained with labelled examples, like identifying correct vs. incorrect spelling.

T

- Training Data – The information AI learns from to improve its accuracy.
- Turing Test – A way to measure how well AI mimics human intelligence.

U

- Unsupervised Learning – AI learning patterns from data without being given specific instructions.
- User Experience (UX) – How easy and enjoyable it is to interact with an AI tool in the classroom.

V

- Virtual Reality (VR) in AI – AI-powered immersive learning experiences that allow students to explore digital environments.
- Voice Assistant – AI programs like Siri, Alexa, or Google Assistant that respond to spoken commands.

W

- Wearable AI – Smart devices like AI-powered hearing aids or fitness trackers that support student well-being.
- Workflow Automation – AI handling repetitive school admin tasks like attendance tracking.

X

- Explainable AI (XAI) – AI systems that make it clear how decisions are made, ensuring transparency in education.

Y

- Youth-Centred AI – AI tools designed specifically for children, prioritising safety and engagement.

Z

- Zero-Bias AI – AI designed to minimise discrimination and ensure fair treatment for all students.