St Oswald's Catholic Primary School

Artificial Intelligence Policy

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Next Review Date: September 2027

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Statement of intent

At **St Oswald's Catholic Primary School**, our mission is to **'Live, Love and Learn like Jesus.** Guided by Gospel values and the belief that every person is created in the image and likeness of God, we are committed to using technology in ways that enhance learning, uphold human dignity and promote the common good. We recognise that artificial intelligence (AI) has the potential to support teaching and learning, reduce workload, develop pupils' knowledge and understanding, and prepare them for a world in which emerging technologies will play an increasingly significant role.

As a Catholic school, we believe that technology should be used responsibly, ethically and with wisdom. While AI tools can offer many benefits, they must always be used in ways that respect truth, creativity, academic integrity, privacy and the unique gifts and talents of each individual. We recognise that content generated by AI may not always be accurate, safe, unbiased or appropriate, and that misuse of AI can undermine learning, independent thinking and personal responsibility.

Through the measures outlined in this policy, St Oswald's Catholic Primary School aims to ensure that AI is used effectively, safely and appropriately to support high-quality education. We seek to equip pupils with the knowledge, skills and moral understanding needed to engage critically and responsibly with AI technologies, enabling them to make positive contributions to society and the future workplace.

In keeping with our Catholic ethos, we encourage all members of the school community to approach the use of AI with honesty, integrity and respect for others, recognising that technology should enhance, rather than replace, human relationships, creativity, professional judgement and authentic learning.

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, such as visual perception, speech recognition and decision-making.
- **Generative AI** – A category of AI algorithms that generate new outputs based on the data on which they have been trained.
- **Misuse of AI** – Any use of AI that means pupils have not independently demonstrated their own attainment, or which compromises academic integrity, authenticity of learning, or the values of honesty and personal responsibility.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Data Protection Act 2018
- The UK General Data Protection Regulation (UK GDPR)
- Online Safety Act 2023
- DfE 'Keeping children safe in education 2026'
- DfE 'Generative artificial intelligence (AI) in education'
- DfE 'Meeting digital and technology standards in schools and colleges'
- DfE 'Generative AI: product safety standards'
- JCQ 'AI Use in Assessments: Your role in protecting the Integrity of qualifications'
- JCQ 'Suspected Malpractice Policies and Procedures'

This policy operates in conjunction with the following school policies:

- Online Safety Policy
- Cyber-security Policy
- Cyber Response and Recovery Plan
- Data Protection Policy
- Child Protection and Safeguarding Policy
- Device and Technology Acceptable Use Agreement for Pupils
- Device and Technology Acceptable Use Agreement for Staff

2. Roles and responsibilities

The governing board will be responsible for:

- Ensuring that this policy is effective and complies with relevant laws and statutory guidance.
- Reviewing this policy on an annual basis.
- Ensuring their own knowledge of the use of AI tools in St Oswald's Catholic Primary School is up-to-date.
- Ensuring all staff undergo child protection and safeguarding training, including online safety, at induction and at regular intervals.
- Ensuring St Oswald's Catholic Primary School follows the DfE's digital and technology standards.

The headteacher (Mr N Owens) will be responsible for:

- Ensuring that staff receive regular, up-to-date training on how to use AI tools in school.
- Ensuring that the use of AI tools in St Oswald's Catholic Primary School is integrated into relevant policies and procedures, the curriculum and staff training.

- Communicating with parents to ensure they are kept up-to-date with how AI tools are being used in St Oswald's Catholic Primary School, how this will impact pupils' education and how the school is ensuring the tools are being used safely and effectively.
- Working with the governing board to review and update this policy on an annual basis.
- Ensuring that AI practices are audited and evaluated on a regular basis.
- Ensuring an appropriate risk assessment is completed before new AI tools are approved for school use.
- Ensuring providers of AI tools meet the DfE's product safety standards for use in educational settings.

ICT technicians (Benchmark Northwest) will be responsible for:

- Providing technical support in the development and implementation of St Oswald's Catholic Primary School's AI practices, policies and procedures.
- Implementing appropriate security measures.
- Ensuring that the use of AI tools is taken into consideration when creating policies and procedures regarding online safety, child protection and safeguarding, and data protection.

The DPO (Judicium Education) will be responsible for:

- Keeping up-to-date and informed with AI technologies relevant to St Oswald's Catholic Primary School.
- Understanding and maintaining awareness of what the use of AI means for data protection in St Oswald's Catholic Primary School.
- Advising St Oswald's Catholic Primary School on how to integrate the use of AI while complying with data protection regulations.

The DSLs (Mr N Owens and Mrs P Atherton) will be responsible for:

- Taking the lead responsibility for online safety in school.
- Undertaking training so they understand the risks associated with using AI tools in school.
- Liaising with relevant members of staff on online safety matters.
- Maintaining records of reported online safety concerns relating to the use of AI tools, as well as the actions taken in response to concerns.
- Reporting to the governing board about the use of AI tools on a termly basis and how it links to safeguarding.

All staff members will be responsible for:

- Adhering to the Acceptable Use Agreement and other relevant policies.
- Taking responsibility for the security of the AI tools and 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.
- Reporting concerns in line with St Oswald's Catholic Primary School's reporting procedure.
- Where relevant to their role, ensuring that the safe and effective use of AI tools is embedded in their teaching of the curriculum.
- Familiarising themselves with any AI tools used by St Oswald's Catholic Primary School and the risks they pose.

Pupils will be responsible for:

- Adhering to the Acceptable Use Agreement

  (Pupils at St Oswald's will not be permitted to use AI when in school)

3. Data protection and cyber-security

St Oswald's Catholic Primary School is aware of the data privacy and cyber-security implications that come with using generative AI tools, and we will ensure that all AI tools are used in line with the school's Data Protection Policy and Cyber-security Policy. St Oswald's Catholic Primary School will follow the procedures in these policies to continue to protect pupils from harmful online content that could be produced by AI tools.

Only authorised staff members will be permitted to use AI for data-related activities, and they will use an AI provider (Microsoft Copilot) whilst securely logged-in, meaning data will not be harvested.

All staff will be made aware that generative AI tools are able to create believable content of all kinds, for example credible email scams requesting payment, and that the content AI produces may seem more authoritative and believable than usual scams. 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.

St Oswald's Catholic Primary School will:

- Protect personal and special category data in accordance with data protection legislation.
- Be aware of intellectual property (IP) implications in line with the below section.
- Review and strengthen cyber security by referring to the DfE's cyber standards.

- Ensure that St Oswald's Catholic Primary School's response to cyber security breaches considers AI-specific issues, e.g. data leakage from AI-generated output.
- Be mindful that generative AI could increase the sophistication and credibility of cyber-attacks.
- Ensure that pupils are not accessing or creating harmful or inappropriate content online, including through AI tools.
- Refer to the DfE's 'Filtering and monitoring standards for schools and colleges' to ensure that the appropriate systems are in place.
- 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, St Oswald's Catholic Primary School will ensure that the tools comply with data protection legislation and existing privacy policies to protect the data.

St Oswald's Catholic Primary School will be open and transparent whilst ensuring that data subjects understand their personal or special category data is being processed using AI tools.

4. Intellectual property (IP) implications

St Oswald's Catholic Primary School will ensure that all uses of generative AI tools adhere strictly to IP laws and best practices.

St Oswald's Catholic Primary School will recognise the importance of being aware of the IP implications when using these technologies, and the school will only use IP materials to train AI if explicit permission from the copyright holder has been granted, or if a statutory exception applies.

Materials created by teachers will be recognised as copyright material, provided they meet the statutory standard for copyright. This standard is considered to be low and does not depend on the quality of the work produced.

St Oswald's Catholic Primary School will understand that copyright law is distinct from data protection law, and any consents or data processing agreements for personal data are separate from issues of compliance with copyright legislation.

St Oswald's Catholic Primary School will remain mindful that many free-to-access generative AI tools may use the inputs submitted by users to further train and refine their models. In contrast, certain paid tools may allow users to opt out of their inputs being used for such purposes. The school will only use Microsoft Copilot or Teachmate AI when logged in to Microsoft 365 or the Teachmate AI system, meaning any input will not be used to further train or refine the AI model.

Examples of Original Creative Work

St Oswald's Catholic Primary School will recognise the following as examples of original creative work that may be protected by copyright:

- Lesson plans created by a teacher.
- Prompts entered into generative AI tools that produce substantial content.

Permission to Use

St Oswald's Catholic Primary School will not allow or cause pupils' original work to be used to train generative AI models unless explicit permission is obtained, or an exception to copyright applies. Permission will need to be granted by:

- The pupil, as the copyright owner.
- The pupil's parent or legal guardian, if the pupil is unable to consent independently.

St Oswald's Catholic Primary School will ensure that any use of pupil or teacher-created content is handled with full compliance with copyright laws. Where exceptions to copyright may apply, St Oswald's Catholic Primary School will seek legal advice to ensure lawful usage.

Secondary Infringement Awareness

St Oswald's Catholic Primary School will be vigilant in avoiding secondary infringement of intellectual property. 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.

St Oswald's Catholic Primary School will acknowledge the following as potential risks associated with secondary infringement:

- Publishing a policy generated by an AI tool that used input derived from another school or college'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.

St Oswald's Catholic Primary School will put measures in place to verify the intellectual property rights of any AI-generated outputs before their use in public or educational contexts.

5. Using AI tools

St Oswald's Catholic Primary School will ensure that AI tools are used appropriately to achieve the following aims:

- To reduce workload
- To free up teachers' time
- 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
- To teach pupils:
    - How to use emerging technologies safely and appropriately.
    - About the limitations, reliability and potential bias of AI tools.
    - How information on the internet is organised and ranked.
    - How online safety practices can protect against harmful and misleading content.
- To identify and use appropriate resources to support their education, including age-appropriate resources and preventing over-reliance on a limited number of tools or resources.
- Whilst recognising that AI tools can be used appropriately and with benefit to teaching and learning, St Oswald's Catholic Primary School will keep in mind 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.

Before adopting any generative AI tool, St Oswald's Catholic Primary School will complete a proportionate risk assessment covering safeguarding, data protection, bias, reliability, and misuse risks.

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 St Oswald's Catholic Primary School.

When using AI tools, staff will ensure that any content produced is scrutinised and cross-checked for its appropriateness and accuracy.

Staff members will be aware that AI tools return results based on the dataset it has been trained on – it may not have been trained on the national curriculum, and may not provide results that are comparable with a human-designed resource developed in the context of the national curriculum. Staff members will be mindful of this in their teaching and marking of pupils' work.

Staff members will be reminded that using AI tools cannot replace the judgement and deep subject knowledge of a human expert.

St Oswald's Catholic Primary School will not allow or cause pupils' original work to be used to train AI tools unless it has appropriate consent or exemption to copyright. Consent will be sought from students over 18; however, for pupils under 18, consent will be sought via their parents.

St Oswald's Catholic Primary School will ensure that any AI products and systems used meet the DfE's 'Generative AI: product safety standards'.

6. Safeguarding

St Oswald's Catholic Primary School acknowledges that generative AI tools can be used to produce content that is dangerous, harmful, and inappropriate. St Oswald's Catholic Primary School will follow the procedures set out in the Child Protection and Safeguarding Policy and the Online Safety Policy to ensure that pupils are not able to access or be exposed to harmful content.

Pupils will be taught about the risks of using AI tools and how to use them safely. Pupils will be made aware of how to report any concerns or incidents involving generative AI, and who to talk to about any issues regarding the use of AI tools.

St Oswald's Catholic Primary School will engage with parents to inform them of the safeguarding risks that come with using AI tools, and how St Oswald's Catholic Primary School is protecting pupils online. St Oswald's Catholic Primary School will ensure that parents are aware of who to speak to about any concerns or issues regarding the use of AI.

St Oswald's Catholic Primary School will ensure that the appropriate filtering and monitoring systems are in place to protect pupils online, following the DfE's filtering and monitoring standards. The filtering and monitoring systems currently used are Netsweeper and Senso Alerting.

All staff members will receive training on the safe use of AI as part of their online safety training, which is updated annually.

6. Teaching Pupils About the Safe Use of AI

Pupils at St Oswald's Catholic Primary School will not use AI tools as part of their learning in school. However, it is recognised that pupils may encounter and use AI technologies outside of school. Therefore, it is important that they are equipped with the knowledge and understanding needed to use such tools safely, responsibly, and appropriately.

Through a knowledge-rich curriculum, pupils will develop an understanding of artificial intelligence, its uses, and its impact on society. This will help them become informed, critical, and responsible users of technology.

St Oswald's Catholic Primary School will:

- Prepare pupils for a rapidly changing digital world and future workplaces shaped by emerging technologies.
- Teach pupils about AI tools and technologies, including how they are used and where they may be encountered outside of school.
- Raise awareness of the limitations, reliability, and potential biases of AI-generated content.

- Develop pupils' understanding of how information online is created, organised, and ranked, including the difference between human-generated and AI-generated content.
- Embed online safety within the curriculum, including how to recognise and respond to misleading, inaccurate, or harmful content.
- Promote awareness of intellectual property rights and the importance of respecting ownership of digital content.
- Encourage safe, responsible, and respectful behaviour when using digital technologies at home and beyond.
- Teach pupils about the wider impact of technology on society, including both its benefits and risks.
- Ensure pupils understand key computing principles, including how digital systems work, follow instructions, and process data.

Pupils will be supported to develop the skills needed to question and evaluate digital information and to make safe choices when using technology independently. This includes understanding when and how AI tools may be appropriate to use outside of school, without becoming over-reliant on them

7. Monitoring and review

The governing board and headteacher will review this policy in full on an annual basis, and following any incidents that occur due to the use of AI tools, e.g. data protection or cyber-security.

The next scheduled review date for this policy is **September 2027.**

Any changes made to this policy will be communicated to all members of St Oswald's Catholic Primary School community.