

Artificial Intelligence (AI) at Our School: Information for Parents

At our school, we recognise that Artificial Intelligence (AI) is rapidly changing the way we live and work. We believe that, when used responsibly, AI has the power to enhance learning, streamline administrative tasks, and prepare our pupils for a future in which technology is an integral part of everyday life.

To ensure we use these tools safely and ethically, we have established a clear framework for our staff and pupils. Here is what you need to know:

How We Use AI to Support Learning and Teaching

AI is used as an assistant to support our staff, but it never replaces the human element of teaching. We use AI to aid in **planning, assessment, and report writing**, ensuring that every application is thought about carefully, purposefully, and with the pupil's best interest in mind.

- **Lesson Planning & Resources:** Teachers use AI to help design engaging lessons and create diverse learning materials, allowing them to spend less time on paperwork and more quality time with pupils.
- **Assessment & Feedback:** AI tools may be used to assist teachers in analysing student work and identifying specific areas where a learner might need extra support or a greater challenge.
- **Report Writing:** AI may be used to assist teachers in drafting school reports, streamlining the writing process while ensuring the final output remains accurate and deeply meaningful.

A Thoughtful Approach: We do not use AI blindly. Every time AI is used to aid in planning, report writing, or assessment, it is done with a clear focus on ensuring a positive impact on your child's education while strictly mitigating any risks.

Safety, Privacy, and Data Protection First

Your child's privacy and safety are our top priorities. We have strict guardrails in place to safeguard personal data:

- **Strict Data Privacy:** We comply fully with **UK GDPR** and **Keeping Learners Safe** guidelines.
- **No Personal Data Sharing:** Staff are strictly prohibited from entering any sensitive or personally identifiable student information into AI tools. All data used is completely anonymised.
- **Only Approved Tools:** Staff only use school-provided, secure accounts. We have vetted and approved a limited selection of secure platforms: **Google Gemini, Notebook LM, Canva for Educators, and Adobe Express**. No unauthorised AI tools are permitted for school work.
- **Protecting Intellectual Property:** We ensure that our pupils' original work is protected and never used to train public AI models without appropriate consent.

The "Human Touch" and Accountability

We firmly believe that technology should support human judgment, never replace it.

- **100% Human Oversight:** AI never has the final say. Teachers critically evaluate, fact-check, and review all AI-assisted content for accuracy before it is shared, published, or used to make decisions affecting people.
- **Actively Fighting Bias:** We know AI models can sometimes contain bias. We carefully audit our AI inventory and prioritize fairness and safety when choosing software.

Preparing Our Learners for the Future

We want our pupils to be smart, responsible digital citizens.

- **AI Literacy in the Curriculum:** We explicitly teach our pupils about the ethics of AI, helping them understand both the incredible benefits and the potential risks (like misinformation and bias).
- **Strict Accountability:** We hold our staff to the highest professional standards. Any misuse of AI or failure to adhere to data protection standards is subject to immediate disciplinary action.
- **Supporting Parents:** Technology moves fast! We are fully committed to supporting parents and carers, and we will provide resources and guidance to help you understand how AI is being used in your child's education.

If you have any questions regarding our AI policy or data security, please feel free to contact the school office.