Mareham Le Fen

CE Primary School

AI Policy

Date policy last reviewed: November 2025

1. Policy Statement

Mareham Le Fen C of E Primary School recognises the increasing presence of Artificial Intelligence (AI) technologies in education and wider society. This policy outlines the school's approach to the safe, ethical and effective use of AI by staff and pupils, ensuring that its use supports high-quality teaching and learning whilst safeguarding pupil welfare, data protection and professional standards.

This policy should be read alongside the Safeguarding Policy, Online Safety Policy, Data Protection Policy, GDPR guidelines and the Staff Code of Conduct.

2. Definition of Artificial Intelligence

Artificial Intelligence (AI) refers to digital systems and tools capable of generating text, images, audio, code, or performing analysis and decision-making based on data. Examples include generative AI tools, automated marking platforms and adaptive learning technologies.

3. Scope

This policy applies to:

- All staff (including temporary, supply and support staff)
- All pupils
- All visitors, contractors and volunteers
- All uses of AI within school or school-related activities

4. Principles of AI Use

The school is guided by the following principles:

- AI use must support and enhance learning, not replace it.
- Pupils must not use AI to substitute independent thinking or academic effort.
- Staff remain professionally accountable for any AI-assisted content or decisions.
- AI use must align with safeguarding, equality, and inclusion principles.
- All AI use must comply with data protection legislation.

5. Use of AI by Staff

Staff may use AI tools for legitimate professional purposes such as:

- Lesson planning and resource development
- Differentiation and adaptation of materials
- Communication drafting (e.g. newsletters or reports)
- Generating ideas and examples for teaching

Staff must not:

- Input personal or identifiable data relating to pupils, families or staff into AI platforms.
- Rely solely on AI outputs for assessment, marking or professional judgements.
- Use AI in ways that undermine professional integrity or pupil learning.

All AI-generated content must be reviewed, edited and approved by staff before use.

6. Use of AI by Pupils

Pupil use of AI technologies will be:

- Age-appropriate
- Closely supervised
- Explicitly taught within the Computing and PSHE curriculum

Pupils will be taught that:

- AI tools may generate inaccurate or misleading information
- AI must not be used to complete work intended to assess their independent ability
- Critical thinking and verification are essential skills
- Responsible and safe use of online tools is part of digital citizenship

7. Safeguarding and Data Protection

The school will:

- Prohibit the entry of personal or sensitive data into AI tools.
- Use school-approved, compliant platforms where available.
- Monitor potential safeguarding risks related to AI use.

- Follow data protection legislation, including GDPR, in relation to any AI use.

8. Teaching and Learning

AI may be incorporated into the curriculum where it:

- Supports learning objectives
- Is used to develop digital and critical literacy
- Enhances accessibility and inclusion
- Encourages creativity and exploration without replacing core skills

9. Equalities and Inclusion

The school will ensure that the use of AI does not disadvantage any pupil group and will monitor potential bias or accessibility issues within AI systems.

10. Staff Training and Professional Development

The school will provide appropriate training and guidance to staff on AI use, including safeguarding, ethics and data protection considerations.

11. Parental and Stakeholder Engagement

The school will communicate its approach to AI with parents and carers and provide guidance on safe AI use at home where appropriate.

12. Monitoring and Review

The Headteacher and Governing Body will monitor the implementation of this policy. This policy will be reviewed annually or sooner if national guidance or technology developments require it.