

POLICY

POLICY TYPE

MAT Policy to adopted in full across all schools	
LGC Policy to be reviewed and approved locally	✓



**“Called by Christ
to be agents of change
and apostles of hope”**

Approval Date:	25/26 – AUTUMN TERM
Review Date:	27/28- AUTUMN TERM

ST ANTHONY’S CATHOLIC PRIMARY SCHOOL

Part of

St Oscar Romero Catholic Academy Trust

www.OscarRomero.co.uk

Artificial Intelligence (AI) POLICY



St. Anthony's AI Policy

This policy is underpinned by our school mission and values:

Mission:

Working, Learning and Caring Together in God's Love

Values:

Love

Faith

Resilience

Person responsible: Ms Gayle and Mrs Burden

1. Purpose

The purpose of this policy is to ensure that Artificial Intelligence (AI) is used safely, ethically, and effectively at St Anthony's Catholic Primary School. This policy sets out expectations for staff, pupils, parents, and visitors so that AI enhances education, reduces workload, and supports our Catholic mission while protecting pupils, maintaining academic integrity, and safeguarding personal data.

AI at St Anthony's is used **to support teaching, not replace teachers**. All use of AI must uphold **Catholic Social Teaching**, particularly human dignity, the common good, subsidiarity, and solidarity.

2. Scope

This policy applies to:

- All staff, volunteers, governors, and contractors
 - All pupils
 - All AI-related tools, including generative AI (e.g., ChatGPT), adaptive learning systems, chatbots, image generators, translation tools, and school-provided AI platforms
 - All school-owned and personal devices used for school purposes
-

3. Definitions

Artificial Intelligence (AI)

Any system that can generate text, images, decisions, predictions or feedback based on data or patterns.

Generative AI

Tools that produce new content (text, images, audio, code).



Adaptive Learning Platforms

Systems that adjust the difficulty or sequence of content based on a learner's responses.

AI Companion Tools

Chatbots or digital agents used for conversation, emotional support, or personal advice.

4. Principles for AI Use at St Anthony's

1. **Human dignity first** – AI must never replace human relationships or undermine the role of the teacher.
 2. **Teachers are irreplaceable** – AI supports professional practice but does not make pedagogical decisions.
 3. **Equity and inclusion** – AI should widen access, not deepen digital or AI divides.
 4. **Transparency** – Staff and pupils must know when AI has been used to assist with work.
 5. **Safety and ethics** – AI tools must be used responsibly, safely, and in compliance with safeguarding and GDPR.
 6. **Accuracy and critical thinking** – AI content must be checked, verified, and not accepted uncritically.
 7. **Cultural and Catholic relevance** – AI use should reflect St Mary's ethos, culture, and community.
-

5. Roles and Responsibilities

5.1 Executive Headteacher

- Ensures strategic oversight and alignment with Trust-wide direction.
- Approves policy and major AI initiatives.

5.2 Headteacher

- Implements policy and oversees day-to-day practice.
- Ensures staff receive guidance and training.

5.3 Computing Lead

- Monitors safe and effective AI use.
- Provides staff training.
- Reports concerns or patterns of misuse.
- Reviews tools before adoption.

5.4 Staff



- Use AI ethically and safely.
- Apply professional judgement when using AI for planning or assessment.
- Do not input confidential, sensitive, or identifying pupil/staff information into external AI tools.
- Model critical thinking and responsible use to pupils.

5.5 Pupils

- Use AI safely, responsibly and only when directed.
- Never share personal information with AI tools.
- Complete work that reflects their own thinking and understanding.

5.6 Parents

- Support children in using technology safely at home.
 - Understand school rules regarding AI and academic integrity.
-

6. Safeguarding and Data Protection

6.1 Safeguarding

AI tools must:

- Not replace pastoral or safeguarding judgement
- Never be used as “companions” or sources of emotional support
- Not allow pupils to create anonymous accounts
- Not encourage one-to-one unsupervised communication between AI and pupils

Concerns about AI-generated content must be reported through CPOMS.

6.2 Data Protection and GDPR

- No identifiable pupil or staff information may be uploaded to external AI tools.
 - Staff may enter **anonymised, non-sensitive** information only.
 - Tools used with pupils must be risk-assessed for privacy and data processing.
-

7. Teaching and Learning

AI may be used for teaching and learning to:

- Support explanation, reasoning, retrieval and questioning
- Provide adaptive practice (if approved)
- Generate draft resources (e.g., worksheets, model texts)
- Support SEN differentiation (e.g., simplified texts, scaffolded steps)



- Provide translation to support EAL families

AI **must not**:

- Replace teacher explanations
- Provide direct answers during tests or assessments
- Replace feedback based on teacher knowledge of the pupil
- Complete pupils' work independently

AI should always support oracy, reasoning, and the **Last, Last, Last** method of building on prior knowledge.

8. Staff Use of AI

Staff may use AI for:

- Lesson sequencing
- Draft letters, newsletters, or policy outlines
- Generating retrieval questions
- Resource creation
- Analysing anonymised data patterns
- Improving EAL accessibility

Staff must:

- Retain full professional responsibility for accuracy
- Proofread and edit all AI-generated text
- Avoid generating misleading or fabricated information
- Credit AI assistance in formal documents (e.g., *"Drafted with assistance from AI and edited by the author"*)

Staff must **never**:

- Use AI to write reports containing personal data
 - Upload confidential files or pupil information
 - Replace professional judgement with automated answers
-

9. Pupil Use of AI

Pupils may use AI in school:

- When supervised or explicitly directed by a teacher
- For research, idea generation, or scaffolded writing



- For EAL and SEND support (teacher-directed)

Pupils must not:

- Use AI to complete homework without declaration
- Use AI conversational “companions”
- Enter personal information
- Use AI to harass, bully or mislead others

All pupil use must be transparent. Pupils must declare when AI has helped them with a task.

10. Academic Integrity

- Work submitted by pupils must be substantially their own.
- AI support must be acknowledged.
- Teachers may use AI-detection tools alongside professional judgement.

Where misuse is found:

- The issue is treated as a learning opportunity
 - Repeat misuse will follow behaviour or academic honesty procedures
-

11. Monitoring, Review and CPD

- Policy reviewed every two years or sooner if AI advances significantly.
 - Governors receive an annual AI report.
 - Staff receive training through INSET or scheduled CPD.
 - Pupil digital literacy curriculum reviewed annually.
-

12. Catholic Ethos Statement

AI use at St Anthony’s must reflect our mission to uphold the dignity of every child, ensure equity across our community, and promote wisdom, justice, and compassion.

Technology is a tool—not a teacher.

Human formation, relationship, and moral purpose remain at the heart of our Catholic school.