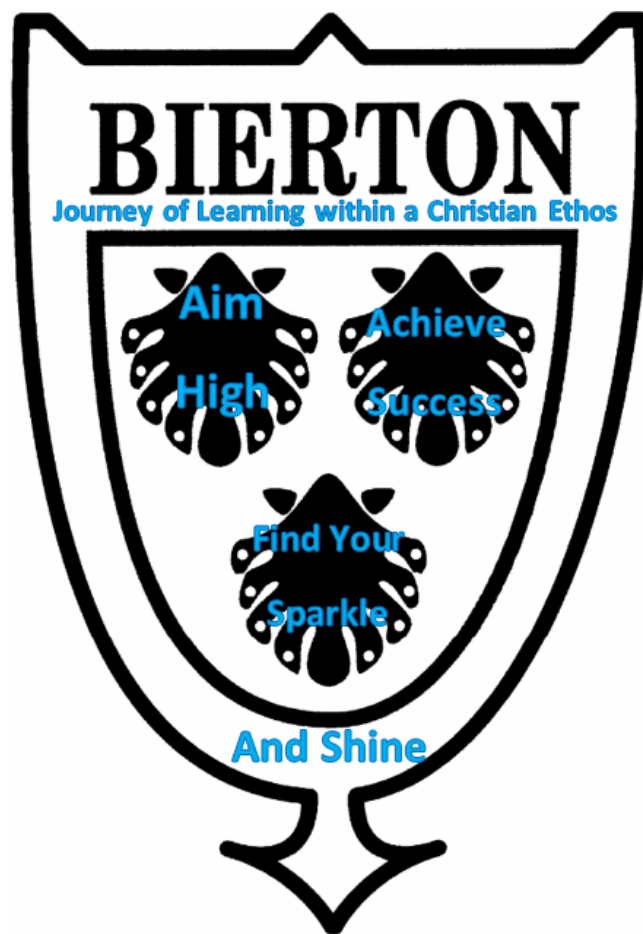


Bierton CE Combined School AI Policy



'Let your light shine before others, that they may see your good deeds and glorify your Father in heaven'
Matthew 5:16

Date: January 2026

Date of Review: January 2027

Approved by the Governing Body:

Vision

In our Church school, our vision is to “let your light shine before others, that they may see your good deeds and glorify your father in heaven.”

Introduction

Artificial Intelligence (AI) is becoming a valuable part of school life. At Bierton CE Combined School, we use AI responsibly to reduce workload, improve learning, and prepare pupils for the digital world, while keeping everyone safe, compliant, and informed.

The purpose of this policy is to ensure users are aware of the controls and methods the school has put in place to manage the use of AI. Users are expected to comply with the policy to ensure that AI tools are used appropriately. We recognise that technology is rapidly evolving and are committed to remaining at the forefront of developments, adapting our ways of working as necessary. We recognise the leadership in the education sector provided by the Department of Education and the guidance set out in their Statement on Generative Artificial Intelligence in Education. This AI policy has been informed by that guidance

This policy sets out how AI will be used safely, ethically, and effectively across our organisation.

Scope

This policy applies to:

- All staff, governors, contractors and volunteers.
- All pupils (including remote learners).
- All devices and systems accessing school networks or learning platforms.

Definitions

- Algorithm is a rule given to an AI machine to perform a task.
- Artificial Intelligence (AI) is an umbrella term for a range of algorithm-based technologies and approaches that often attempt to mimic human thought to solve complex tasks, these may include, visual perception, speech recognition, decision making, and translation between languages.
- Centre of Excellence is a group with a shared area of focus and subject matter expertise that they use to support others, usually by providing tips, insights, training and research.
- ChatGPT is owned by OpenAI LP, an artificial intelligence research lab. GPT stands for ‘Generative Pretrained Transformer’. It means that the model has the ability to generate text or other forms of output.
- Generative AI is a form of AI, which produces new content, such as images, text or computer code. It works by using large quantities of data, often harvested from the internet, to train a model in the underlying patterns and structures of that data. After many rounds of training the model is capable of generating new content. When a user provides a prompt or input, the AI evaluates the likelihood of various possible

responses based on what it has learned from its training data. It then selects and presents the response that has the highest probability of being the right fit for the given prompt. That prompt and response then may be fed back into the model to provide further training.

- Guardrails are restrictions and rules placed on AI systems to ensure they handle data properly and ethically.
- Hallucination is when AI presents information as fact when it is not actual fact.
- Large Language Model (LLM) is a huge database of language knowledge that can write articles, answer questions or create realistic dialogue and is pre-trained on large amounts of data.
- Natural Language Processing (NLP) understands written and spoken language e.g. translations.

Roles and Responsibilities

Role	Responsibilities
SLT	Approves AI tools; monitors impact on teaching, workload, and safeguarding
DPO	Ensures compliance with UK GDPR; completes and reviews DPIAs; maintains Records of Processing (RoPA)
DSL	Oversees safeguarding checks on AI tools; ensures outputs are safe.
TIO	Implements secure systems; manages access, updates, and exit strategies
Teachers & LSAs	Use AI professionally; review and personalise outputs; protect data; adhere to approved list
Pupils	Use AI ethically; follow the Acceptable Use Policy; ask for help if unsure.

Approved Use of AI

This following includes examples of how AI may be used but is not definitive. Please refer to approved list of AI resources created by SLT before using AI. The link is [Approved AI Tools](#)

- a) Teaching & Learning
 - Drafting ideas for lessons or resources
 - Suggesting differentiated materials or retrieval tasks
 - Creating model texts or quiz-style questions
 - Producing marking rubrics or suggested comments
- b) Assessment & Feedback
 - Helping identify pupil needs or patterns in performance

- Drafting initial feedback or report statements (for staff to refine)
- Suggesting tailored next steps for pupil support
- c) Leadership & Admin
 - Summarising meetings or writing internal communications
 - Analysing trends in attendance or behaviour data
 - Supporting CPD planning or curriculum reviews

Pupil Use (with supervision/permission):

- Supporting creativity, research skills and learning reflection.
- Understanding how AI works (digital literacy).

AI use by pupils must always be monitored, and outputs *must* be reviewed for accuracy and safety.

Prohibited Use of AI

Staff, pupils, or third-party users must not:

- Upload names or identifiable pupil data into unapproved tools
- Use AI to make final decisions on pupil progress or safeguarding
- Share confidential school information with public AI platforms
- Use AI to replace safeguarding checks, personal judgment, or sensitive discussions

Data Protection & Privacy

- All AI tools must comply with GDPR and the school's data protection policies.
- Personal data should *never* be uploaded to AI services that do not have adequate protection.
- Where AI tools process pupil data, impact assessments must be completed.

Ethical & Inclusive Use

We are committed to:

- Avoiding tools that reinforce stereotypes or create bias
- Ensuring AI enhances equity and access for SEND pupils
- Reviewing tools regularly for unintended bias or exclusion
- Promoting digital fairness, critical thinking, and safe use among pupils
- Ensuring staff can override any AI-generated recommendation

Digital Footprints & Pupil Rights

- Pupils and staff will be educated about digital footprints and how AI platforms may retain data.
- All users should understand where their input goes and what it might be used for.

- Staff and pupils should never share sensitive or personal information via AI tools.

Cyber security

Our school will take appropriate measures to guarantee the technical robustness and safe functioning of AI technologies, including:

- Implementing rigorous cybersecurity protocols and access controls through measures such as encryption, security patches and updates, access controls and secure storage.
- Establishing oversight procedures and controls around data practices, system changes, and incident response to maintain integrity.
- Ensuring that any suspected or confirmed security incidents are reported to SLT.
- Carrying out an evaluation of the security of any AI tool before authorising it for use. This includes reviewing the tool's security features, terms of service and data protection policies. This work will form part of the DPIA process.
- Maintaining vigilance against material that may be a deepfake (a synthetic media which can be used to create realistic and convincing videos or audio of people saying or doing things they haven't. These can be used to spread misinformation or impersonate someone to commit cyber fraud).
- Training staff and pupils to be aware of the importance of Cyber Security and the potential involvement of AI to carry out cyber-crime.

Training and CPD

All staff will:

- Complete annual AI awareness and data protection training
- Receive tool-specific CPD where needed
- Be encouraged to report misuse, issues, or opportunities

Monitoring & Evaluation

- AI usage will be tracked and reviewed by SLT and Governors
- Staff will be surveyed annually on workload impact and tool usefulness
- Tools will be audited annually for GDPR and safeguarding compliance
- All tools will have an exit strategy with procedures for data deletion and alternatives