



# Artificial Intelligence (AI) Use Policy

## Lea Endowed Church of England Primary School

**April 2026**

To be reviewed April 2027 (or earlier if needed)

### 1. Our Vision and Christian Foundation

At Lea Endowed Church of England Primary School, our vision “**Let Everyone Shine**” guides every decision we make. Rooted in Jesus’ teaching, “*Let your light shine*” (Matthew 5:16), we are committed to nurturing each child’s God-given potential with wisdom, compassion, and integrity.

In all our use of technology, we seek to follow God’s example by acting with love, respect, and integrity. Artificial Intelligence (AI) will never replace the relationships, care, and human connection that sit at the heart of our school community. Instead, it will be used thoughtfully to help every child flourish and shine in their own special way.

As new technologies such as AI become part of everyday life, we believe it is important to approach them with care, discernment, and a strong moral foundation. Our use of AI will always reflect our Christian values and our responsibility to safeguard and support every member of our school family.

### 2. Purpose of This Policy

This policy sets out how AI may be used by staff, pupils, and the wider school community. It aims to ensure that AI is used in ways that:

- Protect children’s safety and wellbeing
- Support high-quality teaching and learning
- Uphold our Christian values
- Safeguard privacy and data
- Promote fairness, inclusion, and transparency
- Maintain academic integrity
- Encourage digital wisdom and discernment

### 3. What We Mean by AI

For the purposes of this policy, “AI” includes:

- Chatbots and language models
- Image, audio, or video generators
- Automated marking or feedback tools
- Predictive or adaptive learning systems
- Any software that creates or analyses content using machine learning

## 4. How We Use Artificial Intelligence (AI)

We will use AI in ways that:

- **Enhance learning**, helping children access high-quality resources and personalised support where appropriate.
- **Support teachers**, reducing administrative workload so they can focus more fully on teaching, relationships, and pastoral care.

AI will always be used as a supportive tool — never as a replacement for human judgement, compassion, or professional expertise.

## 5. Our Ethical Commitments

We will always ensure that AI is used:

- **Safely** – protecting children’s privacy, data, and wellbeing.
- **Responsibly** – with human judgement, compassion, and professional expertise at the centre of every decision.
- **Fairly** – ensuring that technology supports inclusion and does not disadvantage any child.
- **Transparently** – communicating openly with parents about how AI is used in school.

These commitments reflect our Christian calling to act with integrity, justice, and care for every individual.

## 6. Acceptable Use of AI

### For Staff

Staff may use AI to:

- Generate lesson ideas or teaching resources
- Draft administrative documents
- Support differentiation and accessibility
- Provide non-personalised feedback
- Translate or simplify text
- Support professional development

Staff must **not** use AI to:

- Enter personal or sensitive data about pupils, parents, or staff
- Create safeguarding records or assessments
- Replace professional judgement
- Produce reports or feedback without human review
- Generate inappropriate, biased, or misleading content

## **For Pupils**

Pupils may use AI:

- As a supervised learning tool
- To support creativity
- To assist with research (with guidance and supervision)

Pupils must **not** use AI:

- Unsupervised
- To complete homework or assessments dishonestly
- To generate harmful, unkind, or inappropriate content
- To share personal information
- Without staff permission

## **For Parents**

Parents are encouraged to:

- Support responsible AI use at home
- Discuss honesty, safety, and digital wisdom with their children
- Raise any concerns with school

Parents should **not**:

- Use AI to complete children's homework
- Share school-related personal data with AI tools

## **7. Safeguarding and Data Protection**

- No personal, sensitive, or identifiable information may be entered into AI systems.
- Staff must follow UK GDPR and school data protection policies.
- Only AI tools approved by the headteacher or governing body may be used in school.
- AI-generated content must be checked for accuracy, bias, and appropriateness

## **8. Curriculum and Teaching**

AI will be introduced in age-appropriate ways to help pupils:

- Understand what AI is and how it works
- Develop critical thinking and digital discernment
- Recognise misinformation and bias
- Use technology safely, ethically, and responsibly

## **9. Monitoring and Review**

- The governing body will review this policy annually.
- Staff will receive training on safe and ethical AI use.
- Any concerns or misuse will be reported to the headteacher or safeguarding lead.

## **10. Our Commitment**

As a church school, we commit to using AI in ways that:

- Honour our Christian ethos
- Protect and uplift every child
- Support excellent teaching
- Prepare pupils for a digital future with wisdom and integrity
- Ensure that every member of our school community can truly **shine**