Safe Use of Artificial Intelligence (AI) Policy (Whole School including EYFS)

Independent Day School

Our Lady of Sion School

Last Reviewed: July 2025

Frequency of Review: Annually

Next Review Due: July 2026

1. Policy Statement

Our Lady of Sion School recognises that Artificial Intelligence (AI), including Generative AI tools, can provide valuable opportunities to enhance teaching, learning, and administration. However, AI also presents risks related to **online safety, safeguarding, data protection, academic integrity, and reputation**.

This policy sets out the safe, ethical, and responsible use of AI within the school in line with:

- **Keeping Children Safe in Education (KCSIE) 2025** – particularly the updated sections on misinformation, disinformation, and conspiracy theories.

- **DfE Guidance: Generative AI – Product Safety Expectations (2024)**.

- **Working Together to Safeguard Children (2025)**.

- **UK GDPR and Data Protection Act 2018**.

- **Teachers' Standards** and **ISI expectations**.

2. Scope

This policy applies to all staff, pupils, governors, volunteers, and contractors (including external providers such as Molokini) who use or may be exposed to AI tools in the school context.

It covers:

- **Generative AI tools** (e.g. ChatGPT, Bard, Claude, Copilot, image/video generators).

- AI integrated into educational platforms (e.g. learning management systems, safeguarding software).

- Administrative and marketing uses of AI.

- Personal use of AI where the school is directly or indirectly identifiable.

3. Statutory and Regulatory Context

- **KCSIE 2025**: Schools must recognise **misinformation, disinformation, and conspiracy theories** as online content risks that can harm children.

- **DfE Generative AI Guidance**: Schools must ensure filtering, monitoring, and safety when AI is accessed in educational contexts.

- **UK GDPR**: Personal and sensitive data must not be entered into AI tools without proper consent and safeguards.

- **Cabinet Office & Department for Science, Innovation and Technology (2023)**: Definitions of misinformation (unintentional spread of false information) and disinformation (deliberate creation and spread of false information).

4. Principles of Safe AI Use

The school will ensure that AI is used in ways that are:

- **Safe** – AI tools must not expose pupils or staff to harmful, misleading, or inappropriate content.

- **Ethical** – AI use must respect human dignity, fairness, and diversity.

- **Transparent** – Pupils and staff must understand when and how AI is being used.

- **Responsible** – AI must not replace professional judgement in teaching, safeguarding, or decision-making.

- **Compliant** – AI use must align with data protection law, safeguarding duties, and DfE product safety expectations.

5. Roles and Responsibilities

Governing Body

- Oversees compliance with AI safety and safeguarding responsibilities.

Headteacher / SLT/DSL

- Approves AI tools before use in teaching, learning, or administration.
- Ensures filtering and monitoring apply to AI platforms in line with DfE standards.

Designated Safeguarding Lead (DSL)

- Monitors risks related to AI use, including exposure to harmful content, misinformation, or grooming risks.
- Manages safeguarding incidents linked to AI misuse.

Staff

- Use AI responsibly and only in line with this policy.
- Must not upload sensitive, personal, or identifiable pupil/staff data into AI tools.
- Educate pupils on safe, critical, and ethical use of AI.

Pupils

- Must use AI tools only for authorised learning purposes.
- Must not attempt to bypass monitoring/filtering or use AI to generate harmful content.
- Must be taught to critically evaluate AI outputs and identify misinformation/disinformation.

Parents/Carers

- Encouraged to understand risks and benefits of AI.
- Supported by the school through guidance on AI safety at home.

6. Safeguarding, Misinformation & Disinformation

The school recognises that AI can generate or amplify:

- **Misinformation**: False or misleading content shared without intent to mislead.
- **Disinformation**: Deliberately false or misleading content, e.g. "deepfakes."
- **Conspiracy theories**: Content that undermines trust in democratic and safe institutions.

To address this:

- Pupils will be taught **critical thinking and media literacy skills** through the curriculum (e.g. Computing, PSHE/RSHE).
- Staff will receive training on identifying and addressing risks of misinformation/disinformation.
- AI-related safeguarding incidents will be reported to the **DSL** and managed as per the Safeguarding and Online Safety Policies.

7. Data Protection and Privacy

- AI tools often store or reuse user input. Therefore:

    o No personal, sensitive, or safeguarding data may be entered into AI tools.

    o Staff and pupils must anonymise any material used in AI systems.

    o Any AI tool used must be **assessed for compliance with UK GDPR** before approval.

8. Curriculum and Learning

- AI will be integrated into teaching in a way that **supports learning, not replaces it**.

- Pupils will be educated on:

    o The benefits and limitations of AI.

    o How to recognise false or misleading content.

    o Ethical issues, including plagiarism, bias, and intellectual property.

- Staff will use AI to enhance lessons but not as a substitute for teacher expertise.

9. Use of AI in Marketing and Administration

- Molokini and other external providers must not use AI to create or edit school content without SLT approval.

- Any AI-generated content (images, text, video) must be checked for accuracy and appropriateness before publication.

- AI tools must not be used for decision-making about staff, pupils, or safeguarding matters.

10. Breaches of Policy

- **Staff**: Misuse of AI may result in disciplinary action under the Staff Code of Conduct.

- **Pupils**: Misuse of AI will be treated as a behavioural and safeguarding issue.

- **Parents/Carers**: Breaches (e.g. misrepresentation of the school via AI) may result in restricted access to events or referral to external agencies.

- **Third Parties**: Breaches may result in termination of contracts and/or legal action.

11. Training and Awareness

- **Staff**: Annual training on AI safety, misinformation/disinformation, and professional use.

- **Pupils**: Age-appropriate education on AI through Computing, PSHE/RSHE, and assemblies.

- **Parents**: Guidance on how to support safe AI use at home.

12. Review

- This policy will be reviewed annually or earlier if there are significant changes in legislation or guidance.

Approved by Board of Governors   August 2025