



## **Ryhope Infant School Academy**

### **Artificial Intelligence (AI) Policy**

**Written:** June 2025

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**Ratified by:** Governing Body –

**Signed:**

A rectangular box containing a handwritten signature in black ink that reads 'C. Gibson'.

**Chair of Governors**

**Review Date:** September 2026

## **Artificial Intelligence (AI) Policy**

### **Statement of Intent**

Ryhope Infant School Academy recognises the increasing use and benefits of artificial technologies. Artificial intelligence (AI) can positively affect workload by reducing some of the administrative tasks that teaching and non-teaching staff face in their day to day roles. While there are many benefits to the use of AI tools, the content they produce may not always be accurate, safe or appropriate.

Through the measures outlined in this policy, Ryhope Infant School Academy aims to ensure that AI is used effectively, safely and appropriately to deliver excellent education.

### **Definitions**

For the purposes of this policy, the following terms are defined as:

**Artificial Intelligence:** Artificial intelligence (AI) refers to technology that can make computers learn and have human-like intelligence. A machine can be programmed to perform human-like tasks, based on the information it takes from its surroundings and from previous experience. AI is able to process language, learn and problem-solve.

**Generative AI:** Generative AI is a tool that can create text, images or videos based on the input it receives.

**Bias:** Some information on the Internet is influenced by the opinion of the creator and is therefore biased.

**Copyright:** A law that prevents people from copying the creative work of others without their permission.

### **1. Roles and responsibilities**

The headteacher will be responsible for:

- Ensuring that the use of AI tools in the school is integrated into relevant policies and procedures, the curriculum and staff training.
- Ensuring that AI practices are audited and evaluated on a regular basis.

All staff members will be responsible for:

- Adhering to the Acceptable Use Agreement and other relevant policies.

- Taking responsibility for the security of the AI tools and data they use or have access to.
- Maintaining a professional level of conduct in their use of AI tools.
- Having an awareness of the risks that using AI tools in school poses.
- Reporting concerns in line with the school's reporting procedure.
- Familiarising themselves with any AI tools used by the school and the risks they pose.

## **2. Data protection and cyber-security**

The school is aware of the data privacy and cyber-security implications that come with using generative AI tools and will ensure that all AI tools are used in line with the school's Data Protection Policy and Cyber-security Policy. The school will follow the procedures in these policies to continue to protect pupils from harmful online content that could be produced by AI tools.

The school will not enter data that is classed as personal and sensitive into public AI tools under any circumstances. Any data entered will not be identifiable and will be considered released to the internet.

### **Do not enter or upload any identifiable information into AI tools, including:**

- Student names or initials
- Staff names
- Class names or year groups
- School name or address
- Any content that could reasonably be traced back to an individual or our school

Treat all input to AI platforms as if it may be shared or stored externally.

All staff will apply their best judgement and common sense to manage cyber-security risks effectively.

### **The school will:**

- Protect personal and special category data in accordance with data protection legislation.
- Not allow or cause intellectual property, including pupils' work, to be used to train generative AI models.
- Be mindful that generative AI could increase the sophistication and credibility of cyber-attacks.
- Be mindful of the data privacy implications when using AI tools and will take steps to ensure that personal and special category data is protected in accordance with data protection legislation.

### **3. Appropriate Use of AI**

- AI tools may be used to support lesson planning, generate ideas (e.g. worksheets, images, prompts, PowerPoints).
- AI is to be used as a support tool — not a substitute for teacher expertise, relationships, or pedagogical decision-making.
- Teachers must critically evaluate any AI-generated content before using it with pupils or parents.

### **4. Limitations on Use**

AI must not be used to:

- Mark or assess student work, either in part or in full.
- Generate personalised feedback or reports.
- Replace teacher intuition, judgement, or understanding of individual students' needs.

### **5. Frequency and Balance**

AI is a tool to assist, not to dominate professional practice. Avoid over-reliance on AI-generated material.

- Original content, teacher-created resources, and child-specific differentiation should remain central to teaching practice.
- Staff are encouraged to use AI sparingly and intentionally, always guided by the question: "Does this add value to my teaching and the children's learning?"

### **6. Professional Responsibility**

- Staff remain accountable for all material used in their teaching, regardless of whether AI contributed to its creation.
- All outputs must meet the standards of quality, inclusivity, and appropriateness expected at Ryhope Infant School Academy.

### **8. Whilst recognising that AI tools can be used appropriately and with benefit to teaching and learning, the school will keep in mind that the content produced by AI tools can be:**

- Inaccurate.
- Inappropriate.
- Biased.
- Taken out of context and without permission.

- Out of date or unreliable.

Where AI tools are used to produce administrative plans, policies and documents, all staff members will understand that the quality and content of the final document remains the professional responsibility of the staff member who produced it. Staff members using AI tools to create documents will not assume that AI output will be comparable with a human-designed document that has been developed in the specific context of the school.

When using AI tools, staff will ensure that any content produced is scrutinised and cross-checked for its appropriateness and accuracy.

Staff members will be aware that AI tools return results based on the dataset it has been trained on – it may not have been trained on the national curriculum, and may not provide results that are comparable with a human-designed resource developed in the context of the national curriculum. Staff members will be mindful of this in their teaching.

Staff members will be reminded that using AI tools cannot replace the judgement and deep subject knowledge of a human expert.

## **7. Ongoing Review**

- This policy will be reviewed regularly to reflect developments in technology, best practice, and safeguarding advice.