

Artificial Intelligence policy (AI)

The Crescent Primary School



Approved by: FGB

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Responsibility: Headteacher

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1. Generative AI Systems

Artificial intelligence (AI) tools are now widespread and easy to access. Staff, pupils and parents/carers may be familiar with generative chatbots such as ChatGPT and Copilot. The Crescent Primary School recognises that AI has many uses to help pupils learn, but also poses risks to sensitive and personal data.

Any use of AI that includes pupil level information/data (including names) may only be used with Microsoft Copilot. The same applies for any other stakeholder in our community. When using Microsoft Copilot, staff must sign in to their Microsoft Office 365 account. Using any other AI system to generate content that requires personal data is not prohibited by the Crescent Primary School and will be a breach of this policy.

Staff can also make use of the AI tools embedded within the school's Arbor system.

There may be other Generative AI tools (e.g. ChatGPT, Suno, Magic School AI, TeachMate AI) that may be better suited for other tasks not involving specific information / data about people in the Crescent Primary School Community. Staff should check with a member of the senior leadership team before using any other Generative AI tools not referenced in this policy, and if they require a login / account, staff should use their school's Microsoft 365 account / email.

Currently we do not teach learners to use AI systems. However, in UKS2 learners are taught how AI systems work.

2. Aims

- To enhance the teaching and learning in classes across the school and improve outcomes
- To support and reduce workload for staff across the school
- To protect the privacy and data of all members of the Crescent Primary Schools (All stakeholders)
- To ensure that staff understand their responsibilities for acceptable use of AI

3. To enhance the teaching and learning in classes across the school and improve outcomes

Staff at The Crescent Primary School may use AI systems for the following tasks:

- Simplify texts to support Lower Attainers or children with SEND
- Using learners' sentences / writing to create images for them to evaluate their writing
- Creating specific WAGOLs (What a good one looks like)
- Creating images for lessons and performances, as this avoids copyright issues
- Generating a set of specific questions or word problems in subjects such as maths, science..

4. To support and reduce workload for staff across the school

Staff at The Crescent Primary School may use AI systems for the following tasks:

- A wide range of lesson planning / Unit of Learning planning
- Generating a set of assessment / test questions
- Creating Home Learning activities / questions
- Generating vocabulary / variety of word classes for a specific unit
- Creating overviews of lesson plans and Units of Learning as a starting point for planning
- Generating wording for objectives (e.g. for Performance Management)
- Reporting on pupil's progress and attainment
- Drafting end of year report statements (Copilot only)
- Drafting emails and letters
- Summarising online documents
- Creating summaries and summary questions from texts
- Generating objectives and success criteria for Action plans and reports

This list will be regularly reviewed as technology advances

5. To protect the privacy and data of all members of the Crescent Primary Schools (All stakeholders)

- To ensure that personal and sensitive data remains secure, no one will be permitted to enter such data into unauthorised generative AI tools or chatbots.

- If personal and/or sensitive data is entered into an unauthorised generative AI tool, school will treat this as a data breach, and will follow the personal data breach procedure outlined in the data protection policy.

6. To ensure that staff understand their responsibilities for acceptable use of AI

Staff must recognise that it is their responsibility to use AI as a tool: but they remain the author of content created.

Staff at The Crescent Primary School must:

- Ensure their use of AI systems is reliable and secure, respecting the privacy of individuals and groups
- Ensure their use of AI systems should be transparent and understandable
- Evaluate the outcomes to check it they meet your intended purpose / needs
- Verify facts, data and quotes from reliable sources
- Revise results to reflect the specific needs, style and tone.
- Ensure that AI is a starting point but should never be the final product
- Be responsible for all content that you create with AI and its intended purpose
- Ensure their use of AI systems treat all people fairly
- Be accountable for their use of AI systems

Staff may find the following design prompts to generate content useful when using AI:

- Persona: ask AI to take on a role
- Objective: tell AI what you want it to do
- Audience: specify who the content is for
- Specific: be precise and specific with your language
- Activity: explain in detail
- Boundary: set limitations and direction
- Iterate: be prepared to make adaptations and re-prompt

Appendix A- Acceptable AI tools with personal data

Copilot (Stores data)

Arbor (Stores data)

Microsoft 363 (Stores Data)

Appendix A- Acceptable AI tools without personal data

Suno

Chat GPT

Magic School AI

TeachMate

canva

Widget

Clicker 8

google translate

Appendix C: What not to enter in AI software

- **Personal Identification Numbers:** Such as Social Security numbers, National Insurance numbers, or any other government-issued IDs.
- **Financial Information:** Bank account numbers, credit card details, and other sensitive financial data.
- **Passwords and Security Codes:** Any form of login credentials or security codes.
- **Medical Records:** Detailed health information, medical history, and other sensitive health data.
- **Personal Contact Information:** Home addresses, phone numbers, and personal email addresses.
- **Biometric Data:** Fingerprints, facial recognition data, and other biometric identifiers.
- **Charity Information:** Charity's name, trade secrets, proprietary business strategies, and other sensitive corporate data.
- **Legal Documents:** Contracts, wills, and other legal documents containing sensitive information.
- **Location Data:** Real-time location tracking information.