

AI Acceptable Use Policy



Responsibility: C Dawes

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1. Statement of Intent

Nelson Primary School recognises that Artificial Intelligence (AI) is becoming an increasingly important part of education and wider society. Used responsibly, AI has the potential to improve teaching, learning and school administration by supporting staff with planning, resource creation, assessment, communication and workload reduction.

Our approach is based on a simple principle: **AI should enhance professional practice—it should never replace professional judgement.**

Every decision made within Nelson Primary School must continue to place the welfare, safety and educational outcomes of children at its centre. Staff remain responsible for all professional decisions, regardless of whether AI has been used to assist them.

The school is committed to ensuring that AI is used:

- safely and ethically;
- in accordance with UK law;
- with appropriate regard for safeguarding and data protection;
- transparently and professionally; and
- to support high-quality teaching and learning.

This policy provides a framework for the safe, responsible and effective use of AI by staff and the school community.

2. Legal Framework

This policy should be read alongside the following legislation and guidance:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Keeping Children Safe in Education (current edition)
- DfE: *Safe and Effective Use of AI in Education* (2026)
- ICO Guidance on Artificial Intelligence and Data Protection
- Copyright, Designs and Patents Act 1988
- Online Safety Policy
- Child Protection and Safeguarding Policy
- Data Protection Policy
- Staff Code of Conduct

- Behaviour Policy
- Acceptable Use of Technology Policy

3. Principles of Responsible AI Use

Nelson Primary School believes AI should be used to strengthen teaching and learning whilst protecting children, respecting privacy and maintaining professional accountability.

The following principles underpin all AI use within school.

Children First

The interests, wellbeing and safety of Nelson pupils will always take priority over efficiency or convenience.

Human Oversight

AI supports decision-making but does not make decisions on behalf of staff. Professional judgement remains essential in all educational, safeguarding and pastoral matters.

Privacy and Security

Personal information will be protected at all times. AI must be used in accordance with UK GDPR and the school's data protection procedures.

Transparency

Staff should understand how AI has been used in producing work and should always be able to explain and justify decisions made.

Accuracy

AI-generated content should always be reviewed critically before being shared or used with pupils, parents or colleagues.

Inclusion

Staff should remain aware that AI systems may contain bias or inaccuracies and should ensure resources are inclusive and appropriate for all learners.

Educational Value

AI should improve learning experiences, encourage critical thinking and reduce unnecessary workload—not replace teaching or pupils' independent thinking.

4. Roles and Responsibilities

Governing Board

The Governing Board will:

- approve and review this policy;
- ensure appropriate oversight of AI use within school;
- support compliance with statutory guidance; and
- receive updates where AI presents significant safeguarding, legal or data protection implications.

Headteacher and Senior Leadership Team

The Headteacher and Senior Leadership Team will:

- promote the safe, ethical and professional use of AI;
- approve AI systems for school use;
- ensure staff receive appropriate training;
- monitor emerging developments in AI;
- review this policy annually; and
- ensure AI supports the school's strategic priorities.

Data Protection Officer

The Data Protection Officer will:

- advise on GDPR compliance;
- assess risks associated with new AI systems;
- support Data Protection Impact Assessments where required; and
- advise on the lawful processing of personal data.

Designated Safeguarding Lead

The DSL will:

- consider safeguarding risks associated with AI;
- respond to concerns involving AI misuse;
- ensure AI is reflected within online safety education; and
- monitor emerging safeguarding risks associated with AI technologies

All Staff

All staff are expected to:

- use AI professionally and responsibly;
- follow this policy;
- protect confidential information;
- critically review AI-generated content;
- maintain professional judgement at all times; and
- seek advice where they are unsure whether a particular use of AI is appropriate.

5. Approved AI Systems and Appropriate Use

The school recognises that AI technologies are developing rapidly. Rather than approving every individual application, Nelson Primary School maintains a list of AI systems that may be used for school purposes.

Preferred AI Platform

Where possible, staff should use **Microsoft Copilot for Education**.

This platform is preferred because it operates within Microsoft's enterprise security environment and provides organisational safeguards that support the school's data protection and security requirements.

Other AI Systems

Public AI systems, such as ChatGPT, may also be used where appropriate provided that:

- they are being used for legitimate school business;
- no identifiable personal or confidential information is entered;
- staff comply with this policy; and
- all outputs are checked carefully before use.

Appropriate Uses of AI

AI may be used to support professional practice, including:

- lesson planning;
- curriculum design;
- adapting resources for different abilities;

- creating retrieval quizzes and revision materials;
- generating examples and model texts;
- drafting newsletters, letters and school communications;
- producing first drafts of policies and reports;
- creating assembly ideas;
- summarising publicly available information;
- generating ideas for enrichment activities;
- supporting professional development;
- analysing **anonymised** pupil work to identify misconceptions or inform future teaching. **Microsoft Copilot for Education only for this.**

AI should be viewed as a professional assistant that supports staff efficiency. It should not replace the expertise, creativity or decision-making of teachers and school leaders.

Inappropriate Uses of AI

AI must not be used to:

- make safeguarding decisions;
- determine behaviour sanctions;
- make SEND or assessment decisions without professional oversight;
- produce reports without staff review;
- replace teacher feedback or professional judgement;
- generate confidential references or employment decisions; or
- undertake any activity that conflicts with safeguarding, data protection or equality legislation.

6. Data Protection and Privacy

The protection of personal data is fundamental to the responsible use of Artificial Intelligence within Nelson Primary School. Staff must ensure that all use of AI complies with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and the school's Data Protection Policy.

Staff must exercise professional judgement before entering any information into an AI system and should always consider whether the task can be completed without sharing personal data.

Public AI Systems

When using publicly available AI systems, such as ChatGPT, Gemini or similar services, staff **must not** enter:

- pupil names or any information that could identify an individual pupil;
- personal information relating to parents, carers or staff;
- safeguarding information;
- confidential school information;
- medical information;
- behaviour records;
- SEND documentation;
- assessment information that identifies individual pupils; or
- any other information classified as confidential.

Approved Enterprise AI Systems

Where the school has approved an enterprise AI platform that provides appropriate contractual safeguards and security controls, identifiable information may only be processed where:

- the processing is lawful;
- the platform has been approved by the school;
- appropriate data protection measures are in place;
- any required Data Protection Impact Assessment (DPIA) has been completed; and
- the processing supports legitimate educational or operational purposes.

Staff should always use the minimum amount of information necessary to complete a task.

Accuracy and Verification

AI systems may generate inaccurate, incomplete or fabricated information. All AI-generated content must therefore be checked carefully before it is:

- shared with pupils;

- sent to parents or carers;
- incorporated into school documentation;
- published externally; or
- used to inform professional decision-making.

Responsibility for the accuracy of all published material remains with the member of staff, not the AI system.

7. Safeguarding and Online Safety

Safeguarding remains paramount in all uses of Artificial Intelligence.

The school recognises that AI technologies present both opportunities and emerging risks for children. Staff should remain alert to developments in AI and respond appropriately where concerns arise.

Potential safeguarding risks include:

- AI-generated misinformation;
- deepfake images, audio and video;
- impersonation of trusted individuals;
- AI chatbots encouraging inappropriate conversations;
- inappropriate or harmful AI-generated content;
- manipulation through AI-generated media; and
- pupils developing an unhealthy reliance on AI for emotional support or advice.

Staff should report concerns regarding AI-related safeguarding issues in accordance with the school's Child Protection and Safeguarding Policy.

The Designated Safeguarding Lead will monitor emerging AI-related safeguarding risks and update procedures where necessary.

Online safety education should reflect developments in AI technology and help pupils to understand that:

- AI can make mistakes;
- AI responses are not always truthful or accurate;
- AI may reflect bias within the information it has been trained on;
- images, videos and voices can be generated artificially;
- information found through AI should be verified using trusted sources; and

- AI should never replace conversations with trusted adults when pupils require help or support.

8. Teaching, Learning and Assessment

Artificial Intelligence can enhance teaching and learning when used thoughtfully and professionally.

Teachers may use AI to support:

- lesson planning;
- curriculum sequencing;
- creating differentiated resources;
- producing model texts and worked examples;
- generating retrieval practice activities;
- drafting assessment questions;
- creating knowledge organisers;
- developing revision materials;
- adapting resources to improve accessibility;
- preparing assemblies and presentations; and
- supporting professional reflection and development.

Teachers remain responsible for ensuring that all materials are accurate, age appropriate, inclusive and aligned with the National Curriculum and the school's curriculum intent.

Assessment

Assessment remains a professional responsibility.

AI may assist staff in identifying patterns, analysing anonymised responses or suggesting areas for further teaching, but it must not replace teacher assessment or professional judgement.

Staff should ensure that assessment information reflects pupils' own knowledge, understanding and skills.

Academic Integrity

Pupils should continue to complete independent work that demonstrates their own learning.

Where AI is used within teaching, it should be used to develop pupils' critical thinking rather than replace it.

Teachers should encourage pupils to question AI responses, identify inaccuracies and compare AI-generated information with reliable sources.

The school recognises that over-reliance on AI can reduce opportunities for pupils to develop memory, reasoning, problem-solving and independent writing. AI should therefore support learning rather than replace the cognitive processes that underpin long-term learning.

9. AI Literacy

Preparing children for a world increasingly influenced by Artificial Intelligence forms part of developing responsible digital citizens.

Age-appropriate teaching about AI will be incorporated into the curriculum where relevant, particularly through Computing, Online Safety and wider digital literacy.

Pupils should develop an understanding of:

- what Artificial Intelligence is;
- how AI systems generate responses;
- the benefits and limitations of AI;
- the importance of protecting personal information;
- how AI may contain bias or inaccuracies;
- why information should be verified using trusted sources;
- how AI-generated images, videos and audio can be misleading; and
- the importance of using AI ethically and responsibly.

Teaching about AI should promote curiosity, critical thinking and informed decision-making.

10. Copyright and Intellectual Property

Staff should remain mindful that AI-generated content may incorporate material derived from copyrighted sources.

Before publishing or distributing AI-generated content, staff should ensure that:

- copyright is respected;
- images are appropriate for educational use;
- resources comply with relevant licensing arrangements;
- published materials are reviewed for originality; and
- any externally sourced content is used appropriately.

Where AI has been used to support the production of significant school documents, resources or publications, staff should ensure that the final work reflects their own professional judgement and meets the school's expected standards.

11. Monitoring, Training and Review

The Headteacher and Senior Leadership Team will monitor the implementation of this policy and review developments in AI technology, legislation and national guidance.

The school will:

- review approved AI systems regularly;
- provide staff with appropriate training and updates;
- evaluate the educational impact of AI;
- monitor safeguarding and data protection implications;
- update procedures in response to emerging risks; and
- review this policy annually or sooner if significant changes occur.

Misuse of AI may be addressed through existing school policies, including the Staff Code of Conduct, Disciplinary Policy, Child Protection and Safeguarding Policy, Data Protection Policy and Behaviour Policy, depending upon the nature of the incident.

12. Pupil Use of AI

- Pupils under 13 must not access AI tools directly
- AI use is teacher-led only, with clear purpose
- No AI tools are installed on Chromebooks

Teaching Pupils About AI

Via the Computing and PSHE curriculum, pupils will:

- Learn what AI is and how it works
- Explore ethical and social implications
- Understand AI's limitations and bias
- Develop critical thinking and digital literacy
- Recognise and cite AI sources appropriately

13. Appendix A – Staff Quick Reference Guide

- **Before using AI, ask yourself:**

✓ Is this an approved AI tool?

✓ Am I protecting personal and confidential information?

✓ Have I removed names and identifying details where appropriate?

✓ Will I carefully check the output before using it?

✓ Does this support my professional judgement rather than replace it?

AI may be used to support:

- lesson planning;
- curriculum development;
- resource creation;
- adapting materials;
- drafting communications;
- creating quizzes;
- professional development;
- analysing anonymised pupil work;
- generating ideas and first drafts.

AI Must Not Be Used To

- make safeguarding decisions;
- replace teacher assessment;
- determine behaviour sanctions;
- generate confidential references;
- upload identifiable pupil information to public AI systems;
- replace professional judgement;
- share confidential school information

Remember

Think critically. Protect personal information. Check accuracy. Keep children at the centre of every decision. AI is a professional tool that supports excellent teaching—it does not replace it.