1. Dial Park Primary School Artificial Intelligence (AI) Policy

Policy Statement & Vision

At Dial Park Primary School, we recognise that Artificial Intelligence (AI) and Generative AI (GenAI) technologies are evolving rapidly. We aim to harness AI responsibly to reduce teacher workload, enhance administrative efficiency, and support high-quality lesson design, while upholding rigorous standards of data protection, safeguarding, and academic integrity.

Scope & Principles

This policy applies to all staff, governors, and external contractors using AI tools in connection with school operations.

- **Data Protection & Privacy (UK GDPR):** Staff must **never** input Personally Identifiable Information (PII) of pupils, families, or staff into unapproved or public AI platforms. This includes names, dates of birth, addresses, EHCP details, or specific safeguarding notes.
- **Human-in-the-Loop:** AI tools are assistants, not decision-makers. All AI-generated content (e.g., lesson plans, newsletters, adaptive learning activities) must be critically reviewed, factual-checked, and edited by a qualified staff member before deployment.
- **Bias & Fairness Awareness:** Staff must remain alert to potential biases, inaccuracies, or outdated information produced by AI models and verify all teaching content against the National Curriculum.
- **Pupil AI Use:** Pupils do not use unmonitored GenAI platforms. Any exposure to AI-driven learning tools occurs within guided, age-appropriate digital literacy lessons or safe educational software vetted by the IT lead.
- **Intellectual Property & Plagiarism:** Staff must ensure that materials generated via AI do not infringe upon copyrighted works or bypass professional standards of work output.

Approved Use Cases for Staff

1. Initial drafting of scheme-of-work outlines or lesson differentiation ideas.
2. Generating reading comprehension questions from bespoke texts.
3. Administrative drafting (e.g., email templates, administrative policy drafts).
4. Data analysis on anonymised datasets to identify broad trends.