

Appleton Wiske Community Primary School AI Policy (Including Smartwatches)

This policy outlines how Artificial Intelligence (AI) is currently managed, restricted and monitored at Appleton Wiske Community Primary School to ensure safe, ethical, and compliant use in line with the Department for Education (DfE), Ofsted, and Information Commissioner's Office (ICO) guidance.

This policy applies to:

- All staff
- Governors
- Contractors and third-party providers
- Pupils (by reference and restriction)

Current Position on AI Use in School

- Pupils do not have direct access to any AI tools in school
- An internet search is the only currently approved tool pupils can use under supervised conditions
- Use of open source generative AI may be used for curriculum and administrative purposes. Any AI software used must be transparent, explainable, robust and secure
- Leaders will support staff to be aware of and comply with the DfE guidance for AI use 'Generative Artificial Intelligence in Education' policy paper
- Use of AI must always comply with safeguarding and data protection requirements

Acceptable Use by Staff

Staff may use AI tools (e.g. ChatGPT) for the following purposes:

- Curriculum resource development
- Drafting letters or communications (with human oversight)
- Administrative efficiencies (e.g. planning templates, summarising content)

Conditions for Use

Large Language Models (LLMs):

Large Language Models are a type of artificial intelligence designed to understand and produce human language. These tools, such as ChatGPT, are trained on large amounts of text from books, websites and other sources to learn how language works. They can be used to help students generate ideas, improve writing or answer questions, but they do not "think" like humans and can sometimes provide incorrect or biased information. Their use should support learning and not replace students' or staff's own thinking or effort.

Machine Learning Principles:

Machine learning is a method that allows computers to learn from data and make predictions or decisions without being directly programmed for every task. It is the foundation behind many AI tools, including LLMs.

Understanding that these systems learn patterns from past data helps us recognise their strengths and limitations. In a school setting, AI tools based on machine learning should be used responsibly, with an emphasis on critical thinking, ethical use and awareness of data privacy.

- No personal data (of pupils, parents, staff or any identifiable individual) is to be entered into any AI system
- Only public figures already named in our published curriculum may be referenced when using AI
- Any content generated by AI must be reviewed and approved by the user before use or dissemination
- No automated decision-making is permitted – all outputs must be subject to human judgement

Safeguarding and Online Safety

All AI use must align with the school's safeguarding, online safety and acceptable use policies. Pupils are not permitted to interact with generative AI systems (e.g. ChatGPT, Bard, Copilot).

Filtering and monitoring systems are in place to prevent unauthorised access to AI platforms. Teachers must supervise any search engine use and ensure age-appropriate content filters are active.

Smartwatches and Devices

To safeguard pupils' privacy, wellbeing and data protection, smartwatches and other smart devices are not permitted for pupil use on the school site. This includes any device capable of recording audio, images, video, accessing the internet or communicating externally.

Staff may wear smartwatches for personal or health-related reasons; however, these devices must not be used to record, photograph or monitor pupils, nor to access pupil data or school systems. Any recording functions (including audio, video or image capture) must be disabled during the school day. Staff are reminded that smartwatches and other smart devices are subject to the same expectations as mobile phones under the school's safeguarding, acceptable use and data protection policies, in line with UK GDPR and ICO guidance. Any misuse of smartwatch technology will be managed in accordance with the school's safeguarding and disciplinary procedures.

Data Protection and Privacy

In accordance with the ICO's guidance:

- No personal or sensitive data may be shared with AI platforms
- Staff must not use AI tools to process any individual pupil or staff data

Breaches of Policy

Any breach of this policy, including the unauthorised use of AI or inappropriate data handling, will be treated seriously and may lead to disciplinary action in line with the school's Code of Conduct.

Created: February 2026

Review date: February 2027

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Name	Position	Signature	Date
Neil Clark	Head Teacher		
Karen Hainsworth	Class Teacher		
Liz Atkinson	Class Teacher		
Bethany Rowling	Class Teacher		
Paula Gudger	HLTA		
Nicki Guyll	HLTA		
Kirsty Burkitt	GTA		
Katie Jackson	GTA		
Sophie Taylor	GTA		
Tracey Laws	GTA		
Elaine Walters	Student GTA		
Alison Morton	Senior Administrator		
Clare Marsh	Admin Assistant		
Daniel Hills	Club Manager		
Julie Noble	Club Assistant		
Elaine Douglas	Cook		
Jane Quy	Chair of Governors		
Scott Wilson	Vice Chair of Governors		
Louise Bell	Governor		
Simon Heywood	Governor		
Kate Green	Governor		
Michael Nightingale	Governor		
Paul Walters	Governor		