



“Nurturing Life-Long Learning”

AI Policy

Ratified by Governors:	February 2025
Date for Review:	February 2026

1. INTRODUCTION

This Artificial Intelligence [AI] Policy supports the aims of Morgans Primary School in educating the Morgans community in navigating the world of AI within the digital world, safely and responsibly. It aims to establish a framework for the ethical and safe use of AI technologies within the educational setting.

This policy applies to all members of Morgans School community, including staff, governors, pupils, and visitors. All staff (including volunteers) and any other users of AI technologies are expected to adhere to this policy.

The policy will be reviewed and updated as needed to ensure ongoing compliance with relevant laws and best practices. The date for the next review is September 2026.

2. RATIONALE

AI technologies have the potential to greatly enhance the educational experience, providing personalised learning opportunities, automating administrative tasks, and offering new ways for teachers to engage with their pupils. However, it is important to recognise the ethical and safety concerns surrounding the use of AI in the classroom.

Morgans Primary School understands the responsibility to educate our staff, pupils, and guests about the importance of AI ethics and safety issues. This policy is designed to help raise awareness and develop the appropriate behaviors and critical thinking skills that enable people to remain both safe and within the law when using AI technologies in and beyond the context of the classroom.

3. THE AI CLASSROOM

3.1 ROLES AND RESPONSIBILITIES

Morgans Primary School has ultimate responsibility for the AI policy and delegates it to their staff to confirm and report back that the policy and practices are embedded and monitored. The named AI Ethics and Safety Officers and any Online Safety issues are Mrs Helen Melidoro and Mrs Tina Taylor.

All members of Morgans Primary School are made aware of who holds these posts. It is the role of the AI Ethics and Safety Officers to keep ahead of current issues.

4. MONITORING

Morgans Primary School has appropriate filters and monitoring in place to facilitate the safe use of being online. The AI Ethics and Safety Officers, together with relevant staff, are responsible for ensuring that AI technologies used within the school are compliant with data protection laws and uphold privacy rights.

5. STUDENTS

5.1 Inclusion

The School strives to establish a consistent message with parents regarding the responsible use of AI for all pupils, which in turn should contribute to Morgans Primary School and future development of the School's AI ethics and safety guidelines.

However, staff are aware that some pupils may require additional support, including reminders, prompts, and further explanations to reinforce their existing knowledge and understanding of AI ethics and safety issues. For pupils with limited social understanding, careful consideration is given to group interactions when raising awareness of AI ethics and safety.

AI-related activities are thoughtfully planned and well-managed for these children and young people, ensuring they have the necessary guidance and support to use AI technology responsibly and safely.

5.2 Education

AI technologies are increasingly used across all areas of the curriculum. We believe it is essential for AI ethics and safety guidance to be given to pupils on a regular and meaningful basis. AI ethics and safety are embedded within our curriculum, with lessons addressing key areas of digital and AI - related safety.

6. STAFF

6.1 Data Security

Staff members have a responsibility to ensure the security of any personal, sensitive, confidential, and classified information when using AI technologies. Staff should not input the names of pupils, staff, members of the school community, or any other sensitive information about pupils and staff into an AI tool unless it has been declared officially safe to do so and approved in writing by the AI Ethics and Safety Officers.

6.2 Response to a Data Breach

In the event of a data breach, it must be reported immediately to The DPO, Mr Richard Maskrey or the Deputy DPO, Mrs Tina Taylor who will follow the procedures outlined in the Data Protection Policy.

7. INAPPROPRIATE MATERIAL OR UNETHICAL USE OF AI

Accidental exposure to inappropriate material or unethical use of AI must be immediately reported to Mrs Helen Melidoro or Mrs Tina Taylor.

Deliberate exposure to inappropriate material or unethical **use** of AI must be reported to Mrs Helen Melidoro or member of the SLT, where it will be logged and dealt with accordingly.