

Spinfield School AI (Artificial Intelligence) Usage Policy



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Introduction

Artificial Intelligence (AI) is becoming more common in everyday life: from online searches to smart assistants like Alexa or Siri. In education, AI tools can help teachers with planning, reduce workload, and offer children new ways to learn.

At Spinfield School, we want to make sure we use AI safely, responsibly and in a way that benefits pupils, supports staff, and reassures parents and governors.

This policy sets out how AI will be used at our school, what steps we take to protect privacy and safety, and how we make sure pupils and staff use these tools responsibly.

Who This Policy Is For

This policy is written for:

- **Parents and carers**, to understand how AI may be used in school
- **Teachers and support staff**, to guide safe and appropriate use of AI
- **Governors**, to ensure the school is using AI in a responsible and ethical way

Our Approach to AI at Spinfield

We believe AI can be a useful support tool, not a replacement, for the skill and care our staff bring to teaching and learning. We aim to:

- Help teachers reduce their workload
- Improve learning experiences for children
- Keep children safe from inappropriate AI content
- Protect personal data and privacy
- Prepare children for the digital world ahead

How Staff Might Use AI

Staff may use AI in carefully managed ways, such as:

- Drafting lesson plans
- Creating resources or activities
- Supporting report writing
- Checking for gaps in learning
- Automating simple marking tasks (e.g. multiple choice quizzes)
- Analysing documents
- Analysing anonymised data

Important Notes for Staff:

- AI is a *support*, not a substitute for your professional judgment
- All AI-generated content must be checked by a teacher
- Personal data (like pupil names, assessments, or email addresses) must never be entered into online AI tools
- Where AI is used, it should be clear and transparent in documentation or communication

Supporting staff wellbeing through workload reduction using AI

Spinfield School aims to leverage the power of AI to support teacher wellbeing by reducing workload. AI-powered tools such as TeachMateAI can achieve this. TeachMateAI, an AI-powered digital assistant for teachers, offers a range of tools designed to significantly reduce the workload of teachers, thereby enhancing the efficiency and effectiveness of their teaching practices. Examples of TeachMateAI's tools include:

- Automating Administrative Tasks: TeachMateAI specialises in automating tasks. These include creating bespoke lesson plans, instant teacher presentations, and generating personalised student reports. This automation allows teachers to devote more time to direct student interaction and pedagogical planning.

- **Content Creation and Management:** Teachers often spend a significant amount of time creating educational content like model texts and comprehension texts. TeachMateAI assists in this process, generating high-quality content that can be used in classroom instruction.
- **Streamlining Lesson Planning:** The AI tool aids in lesson planning by providing templates and suggestions based on curriculum requirements and student data. This feature enables teachers to develop comprehensive lesson plans more quickly and efficiently.

AI Use with Pupils

At present, we are exploring where and how AI might fit into the curriculum. When it is used, we will:

- Carefully choose age-appropriate tools
- Supervise all pupil use
- Teach children to be cautious and safe online
- Emphasise critical thinking, not just relying on technology

Pupils will be taught:

- Not to enter personal information into AI tools
- That not everything AI says is true or appropriate
- That using AI to do their work for them (e.g. homework or writing) is dishonest and won't help their learning

Ethical Use and Misuse

We want children to grow up using technology responsibly. That includes understanding that AI has risks, such as:

- Providing wrong or biased information
- Creating misleading content (e.g. fake images or videos)
- Encouraging plagiarism or copying

We will continue to:

- Teach children how to use technology fairly and honestly
- Discuss the social and ethical impacts of AI in age-appropriate ways
- Use a range of assessments (not just written work) to check real understanding

Data Protection and GDPR

As a school, we are committed to protecting everyone's privacy and following data protection laws (UK GDPR).

Key Points for Parents and Staff:

- We do not enter personal or sensitive data into public AI tools
- We will always carry out a Data Protection Impact Assessment (DPIA) if we consider using a tool that processes data
- Staff and pupils are trained not to share private information with AI platforms
- Any new tool we adopt will be checked for privacy, fairness, and safety
- If we ever use AI in a way that involves personal data, we will inform you first and seek appropriate consent

Keeping AI Use Safe and Secure

We take cyber security seriously. To protect staff, pupils and our systems:

- All AI tools used are reviewed for security
- Staff and pupils are trained to spot cyber risks (e.g. fake messages, impersonation attempts)
- Any suspicious activity is reported immediately
- We follow strong password and access protocols
- We continue to teach children about online safety, including AI-generated content

Linked School Policies

This policy works alongside:

- Child Protection and Safeguarding
- Data Protection
- Online Safety
- Acceptable Use Policy
- Staff Code of Conduct