



# St Paul's Catholic Primary School

## AI Policy for Schools who are part of the “Portsmouth: The Digital City Project”

**1. Introduction** The “Portsmouth: The Digital City Project” seeks to harness the potential of artificial intelligence (AI) to enhance educational outcomes, streamline administrative tasks, and prepare students for a digital future.

This policy has been created following the Department for Education (DfE) and Ofsted guidance, ensuring ethical, effective, and safe integration of AI in schools.

**2. Purpose** This policy provides a framework for implementing AI technologies in schools across Portsmouth. It outlines responsibilities, ethical considerations, and safeguards to ensure AI is used to:

- Enhance teaching and learning
- Support accessibility and inclusion
- Reduce workload
- Narrow the digital divide

Whilst also maintaining the highest standards of data privacy and security

**3. Scope** The policy applies to:

- Staff, students, and parents/guardians (where appropriate)
- AI applications, tools, and systems implemented in teaching, learning, and administrative processes

### 4. Guiding Principles

- **Ethical Use:** AI should enhance human-led decision-making and respect the dignity and rights of all users
- **Transparency:** Users must understand how AI systems function and their decision-making processes
- **Inclusion:** AI should address educational disparities and provide personalised learning opportunities
- **Safety and Security:** Robust measures must be in place to protect data privacy and prevent misuse

### 5. Implementation of AI in Schools

#### 5.1 Teaching and Learning

- Use AI to support personalised learning plans tailored to individual student needs
- Employ adaptive learning platforms to provide real-time feedback and resources
- Integrate AI tools to develop digital literacy and critical thinking skills

#### 5.2 Administrative Efficiency

- Utilise AI to automate repetitive tasks such as attendance tracking and data analysis
- Implement AI-driven analytics to identify trends and inform school improvement strategies

#### 5.3 Professional Development

- Provide training for educators on the effective use of AI tools in teaching and assessment
- Encourage critical evaluation of AI applications to ensure they align with pedagogical goals

### 6. Data Protection and Security

- Comply with the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018

- Conduct regular data protection impact assessments for all AI systems
- Store data securely and limit access to authorised personnel
- Ensure that no data / personal data is given to any AI model for training or use

## 7. Monitoring and Evaluation

- Establish an AI Governance Committee to oversee implementation and compliance
- Periodically review the effectiveness of AI applications through feedback and performance metrics
- Adapt policies in line with evolving technology and regulatory guidance

## 8. Ethical Considerations

- Prohibit the use of AI for profiling or discriminatory practices
- Ensure that AI decision-making complements, not replaces, human judgment
- Maintain open communication with stakeholders regarding AI use and impacts

## 9. Responsibilities

- **School Leaders:** Ensure adherence to the AI policy and provide necessary resources
- **Teachers:** Integrate AI tools responsibly into their teaching practices
- **Students and Parents:** Use AI tools ethically and report any concerns

## 10. References This policy is informed by:

- Department for Education: *Emerging technologies in education*
- Ofsted Research Review: *Educational Technology*
- UK GDPR and Data Protection Act 2018
- UNESCO: *AI and Education: Guidance for Policy Makers*

## 11. Review and Revision This policy will be reviewed annually to ensure alignment with technological advancements, educational needs, and legal requirements

## Appendix

### AI Applications/ Devices Approved to be used at St Paul's Catholic Primary School

AI Application	Adult use	Pupil use
Canva (all AI tools)	Yes	Yes inline with the AI Computing Curriculum Modelled by an adult up to year 5 Year 6 can use within computing lessons - supervised only Canva will be switched on and off
Gemini (Google)	Yes	No
Lesson Lab	Yes	No
Chat GPT	No	No
Google Workspace	Yes	No
AI wearable (pendants/badges/rings/broaches)	No	No
Smart Watches	Yes - but not to be used apart from watch function during working hours	No
Fitness Trackers	Yes - but not to be used during work hours	No
GPS Tracker/Clip on	No	No
Health and Medical Devices	Yes - discussion with HT SENDCO and Digital Lead	Yes - discussion with HT SENDCO and Digital Lead
AR/VR Headsets	No	No
Smart Clothing	No	No
Smart Glasses	No	No

If an adult would like to use any other form of AI they must speak to the Computing Lead and Headteacher prior to using.

**Technology for all: Effective and purposeful use of AI in your school**

**Best Practice Guide for Using General AI Tools who are part of the  
"Portsmouth: The Digital City Project"**