Monkfield Park

Primary School and Care & Learning Centre

Artificial Intelligence (AI) Policy

Approved by the Governing Body

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Aims

Monkfield Park aims to ensure that Artificial Intelligence (AI) will be integrated responsibly into our activities. In this context AI refers to generative AI tools such as ChatGPT as well as other tools, both educational and administrative, that include AI features.

We will prioritise the safeguarding of our children and their online safety and will not knowingly use any AI technology that puts them at greater risk. Staff will not provide intellectual property, including children's work, to train Generative AI models without appropriate consents or exemptions in place.

Legislation and guidance

Monkfield Park expects everyone who uses AI to comply with all relevant laws, regulations, policies and guidelines covering safeguarding, data protection, copyright and other relevant areas.

This policy takes account of statutory guidance included in Keeping Children Safe in Education and DfE guidance on Meeting Digital and Technology Standards in Schools and Colleges and is informed by the DfE guidance Generative artificial intelligence (AI) in education.

Principles

In implementing and using generative AI Monkfield Park will follow these key principles:

Ethical Compliance: At Monkfield Park we are aware that AI-generated content may possess biases or inaccuracies. We will always verify AI-produced results using trusted sources before considering them in academic work. We are committed to ensuring that whenever Generative AI is used bias of all forms will be addressed.

Transparency: We will ensure that children, staff, parents and other stakeholders are aware when and why Generative AI is used in school.

Privacy: We will comply with all current data protection legislation ensuring that parental consent is sought and obtained for the use of AI where necessary. We will safeguard all child, staff, and stakeholder data. Our Data Protection Policy can be found on our website.

Accountability: Monkfield Park holds itself accountable for the implementation and development of AI systems. The Headteacher will lead this work and will ensure compliance with this policy.

Access: We will only allow the use of AI with children when it has been demonstrated that its use will enhance the experience of children and could improve their outcomes.

Workload: At Monkfield Park we look for ways to better manage the workload of our staff. We will only implement AI when it has been shown that to do so will reduce the demands on staff. AI should enhance, not replace, human creativity. Examples include but are not limited to lesson planning, quiz creation, social story and flashcard generation.

Responsible Use of AI

- Staff must not share personal data with AI tools without approval.

- Staff can use AI tools to support their work as long as no personal data is shared with the tool. Staff must be open and transparent with their colleagues when they have used generative AI to produce curriculum materials. This will allow colleagues to check the reliability and veracity of the resources produced.

- Staff wanting to use AI must conduct a risk assessment in the form of a GDPR compliant Data Protection Impact Assessment (DPIA) to assess the threat to personal data. Approval to use an AI tool will only be granted when a DPIA has been completed and needs to be agreed by our Data Protection Officer (DPO).

- Staff are expected to use their professional judgement to check any AI generated content for accuracy, bias and relevance before it can be used in the classroom, reports or any communication with stakeholders. Staff must not use AI generated content where they have not carried out necessary and appropriate checks.

- Children will be taught about the opportunities and risks arising from the use of Artificial Intelligence in ways appropriate to their age and educational key stage.

- Children will be taught the importance of critical thinking, creativity and originality in their work. Children who use generative AI to produce work must acknowledge and reference the tools they have used and the work that it has produced.

- Children will be taught how to use generative AI ethically and to avoid it being misused.

- Children will be taught about the threats posed by AI and will be expected to apply the knowledge they have regarding copyright, intellectual property and plagiarism to ensure that their use of AI is ethical and legal and complies with the existing legal framework.

- Children will be taught how to keep themselves and others safe whilst using AI and will be expected not to use AI in an unsafe manner. Whenever a child uses AI in an unsafe way that causes harm to themselves or others, they will be dealt with in accordance with the school's behaviour policy.

Policy Review

At Monkfield Park we understand that AI is a rapidly developing technology. What is seen as good practice today might be regarded as dangerous in the future. This policy will be kept under review by the leadership team and will be formally reviewed on an annual basis.