



Lydgate Junior School

Artificial Intelligence (AI) Policy

Purpose

The purpose of this policy is to guide the responsible, ethical, and effective use of Artificial Intelligence (AI) tools by pupils, teachers, and staff at Lydgate Junior School. AI technologies—such as ChatGPT, Tracker+, Grammarly, image generators, and coding assistants—can support learning and creativity when used appropriately. This policy ensures AI use aligns with our school’s values of integrity, respect, and academic honesty.

This policy applies to all members of the Lydgate Junior School community, including staff, pupils, contractors, and visitors who use or interact with AI tools or systems on school premises or through school-managed platforms.

1. Definitions

- **Artificial Intelligence (AI):** Any digital tool or system that can generate text, images, code, or other content, or make predictions and recommendations based on data.
- **Generative AI:** AI that produces original content (e.g., ChatGPT, DALL-E, Copilot, Gemini, Claude).
- **Assistive AI:** AI that supports learning through grammar correction, translation, summarization, or feedback (e.g., Grammarly, Google Translate).

2. Acceptable Use of AI

Pupils and staff may use AI tools:

- To **support learning**, such as brainstorming ideas, summarizing information, or receiving writing feedback.
- To **enhance creativity**, such as generating design concepts, story prompts, or prototypes.
- To **improve productivity**, such as drafting outlines or checking code syntax.
- **With teacher permission** for class work, when clearly stated how AI was used.
- To support teaching, learning, and administrative efficiency.
- For brainstorming, summarization, translation, or feedback purposes.
- To enhance creativity in projects and assessments.
- With teacher or leadership approval and appropriate disclosure.

3. Unacceptable Use of AI

AI tools **must not** be used to:

- Generate or submit work as your own without proper citation or acknowledgement.
- Complete exams, quizzes, or individual assessments unless explicitly allowed.
- Create or share harmful, false, misleading, or inappropriate content.
- Collect, share, or process personal data without consent.
- Bypass academic integrity rules or plagiarism policies.
- Process or store personal, sensitive, or identifiable data.
- Circumvent academic honesty or integrity rules.

4. Academic Integrity

When AI tools are used for academic work:

- **Transparency is required.** Pupils must disclose AI use (e.g., “I used ChatGPT to help summarize this article.”) All users must be transparent about their use of AI tools.
- **Attribution format:** AI-generated content should be cited like any other source (e.g., “*Generated using ChatGPT, OpenAI, November 2025*”).
- **Teacher discretion:** Teachers may restrict or specify AI use for particular assignments/lesson activities.
- Teachers may set specific guidelines for when and how AI can be used.
- AI-generated material should always be reviewed critically for accuracy and bias.
- Staff to use recommended AI approved programs like Tracker+, particularly for efficiency whilst maintaining data protection.

5. Data Privacy and Security

- Pupils and staff should **not share personal or sensitive information** with AI tools.
- Only **approved or school-provided AI tools** should be used on school devices, such as Tracker+.
- The school will monitor and review AI usage to ensure compliance with privacy laws (e.g., UKGDPR).

6. Teacher and Staff Use

Teachers are encouraged to:

- Model **ethical AI use** in lesson planning, assessment design, and feedback.
- Teach students **AI literacy**, including understanding bias, reliability, and limitations of AI. This will be done during Computing lessons and whenever necessary.
- Review AI-generated material critically before classroom use.

7. Consequences of Misuse

Misuse of AI tools will be treated as a violation of the school's **Academic Integrity** and **Technology Acceptable Use** policies. Consequences may include:

- Loss of AI privileges.
- Revision or resubmission of assignments.
- Disciplinary action as determined by school policy.

8. Safeguarding and Wellbeing

- AI use must align with the school's safeguarding policy.
- AI tools should never expose pupils to harmful or age-inappropriate content.
- Staff should report any AI-related concerns immediately to the safeguarding lead.

9. Staff Development and Support

- Staff will receive ongoing professional development in AI literacy and ethical use.
- The school will provide guidance on integrating AI into teaching responsibly.
- Collaboration and sharing of best practice are encouraged.

9. Monitoring and Review

- AI use will be monitored by the IT department and leadership team.
- The AI Policy will be reviewed annually or sooner if significant changes occur in AI technologies or regulations.
- Feedback from staff, students, and parents will inform updates.

10. Approval and Implementation

This policy will be reviewed annually by the school administration and technology committee to ensure it remains up to date with evolving AI technologies and educational best practices.

Effective Date: January 2026

Approved by: Joanne Watkinson & Rachel Hurding

Next Review: January 2027.