Alexandra Primary School

Alexandra
Primary School

Aspire, Perform, Succeed

A Policy for managing the Use of Artificial Intelligence (AI) tools in Teaching and Learning at APS.

Contents

Introduction

Artificial Intelligence (AI) is an umbrella term for a range of technologies and approaches that often attempt to mimic human thought to solve complex tasks. It is the theory and development of computer systems able to perform tasks normally requiring human intelligence, such as visual perception, speech recognition, decision-making, and translation between languages. The ability of a digital computer or computer-controlled robot to perform tasks commonly associated with intelligent beings.

The term AI is frequently applied to the project of developing systems endowed with the intellectual processes characteristic of humans, such as the ability to reason, discover meaning, generalize, or learn from past experience.

Since their development in the 1940s, electronic computers have been programmed to carry out very complex tasks, such as discovering proofs for mathematical theorems or playing chess, with great proficiency.

Some AI tools have attained the performance levels of human experts and professionals in executing certain specific tasks and a range of diverse applications from medical diagnosis, computer search engines, voice or handwriting recognition, and chatbots.

Alexandra Primary School's policy aims to harness the power of Artificial Intelligence (AI) to enhance educational experiences, support staff wellbeing through workload reduction, and promote an understanding and ethical use of AI among children and staff.

A key focus is on safeguarding data privacy in compliance with GDPR. Our policy outlines clear guidelines for approval and accountability, ensuring responsible and effective integration of AI technologies in the curriculum and in teaching and learning. Through this policy, we are committed to balancing innovation with ethical responsibility, fostering an inclusive and advanced learning environment.

Objectives

Alexandra Primary School's AI policy is designed to:

- Enhance the educational experience through the integration of AI.
- Support staff wellbeing through workload reduction using AI.
- To promote understanding of ethical use of AI among children and staff.
- To protect the data privacy and rights of our school community in line with GDPR.

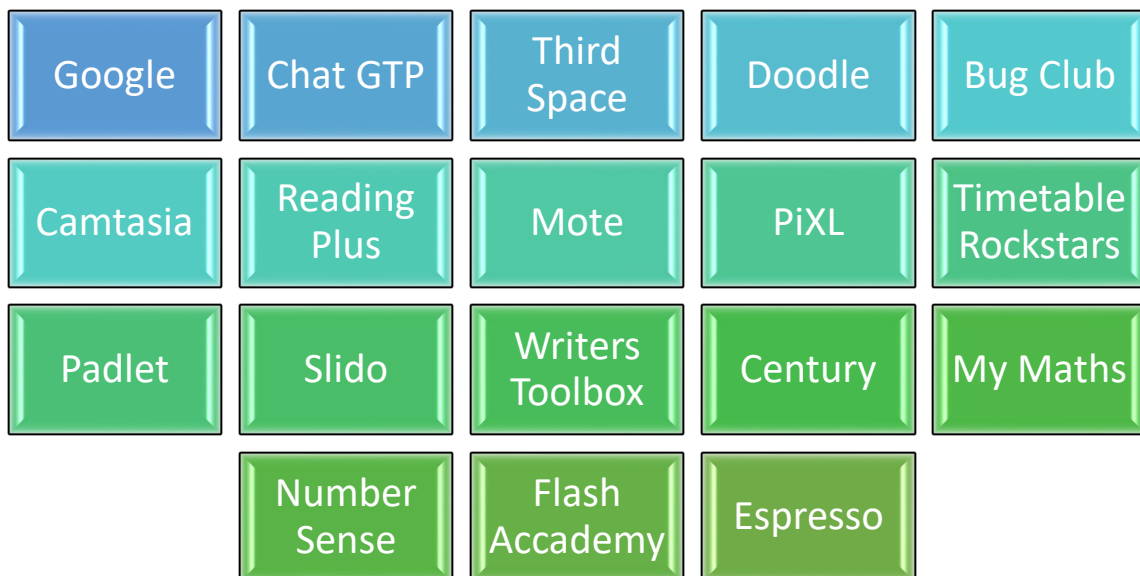**Enhancing Educational Experience Through the Integration of AI**

AI teaching applications

These are AI powered tools that directly interact with children, offering personalised learning experiences. They include adaptive learning platforms, intelligent tutoring systems, language learning applications, and interactive educational games.

Examples include:

- **Adaptive Learning Platforms**: Customise content and difficulty based on pupil performance
- **Intelligent Tutoring Systems**: Offer personalised guidance and feedback, simulating a one-on-one tutoring experience
- **Interactive Educational Games**: Adapt challenges to match the child's learning curve

Below are some examples of packages that use AI.

Google	Chat GTP	Third Space	Doodle	Bug Club
Camtasia	Reading Plus	Mote	PiXL	Timetable Rockstars
Padlet	Slido	Writers Toolbox	Century	My Maths
	Number Sense	Flash Accademy	Espresso	

School also uses packages to support staff in:

- Curriculum planning
- Automated grading and assessment
- Virtual assistants
- Content recommendation

At APS, school recognises that AI should be used carefully in supporting their roles and reduce workload but keep cohort context information and children's learning needs at the forefront.

Guidance in Adopting Pupil Facing AI Tools

- **Understand the Tool**: Teachers and leadership should familiarise themselves with AI tool capabilities and integration methods
- **Data Privacy**: Ensure compliance with data privacy laws (see below)
- **Supplement Teaching**: Use AI tools to enhance, not replace, traditional teaching
- **Monitor and Evaluate**: Regularly assess the effectiveness of AI tools
- **Professional Development**: Receive training in using AI tools effectively (see below)
- **Encourage Critical Thinking**: Promote critical evaluation of information provided by AI
- **Equity and Accessibility**: Ensure AI tools are accessible to all children, including those with SEND and are used to enhance inclusion

Planning and Preparation Using AI Applications

Teacher facing AI tools are designed to aid educators in the creation, organisation, and optimisation of lesson plans and teaching resources. These tools use AI to analyse educational content, pupil data, and learning outcomes to suggest or generate tailored teaching strategies and materials.

Examples include:

- **AI powered resource creation tools**: AI tools can be used to create lesson plans, or resources saving time and personalising resources to particular needs of pupils or groups of pupils
- **AI driven Curriculum Development:** AI tools can suggest updates and improvements to the curriculum based on emerging educational trends, pupil performance data, and global best practices
- **Personalised Content Recommendations:** AI systems can recommend educational content and activities tailored to the class's learning level, interests, and past performance

Guidance in Adopting AI Tools for Planning

- **Explore and Understand:** Teachers could explore various AI tools to understand their features and how they can best be integrated into their lesson planning. Training could be requested if required to help develop their understanding
- **Data-Informed Decisions:** Teachers could use AI tools to make informed decisions about lesson content and structure, while maintaining pedagogical autonomy
- **Collaborative Planning:** AI tools can be used to facilitate collaboration among teachers, enabling the sharing of resources and best practices

- **Continuous Learning:** Engage in ongoing professional development to stay updated with the latest AI tools and methodologies in education
- **Feedback and Adaptation:** Regularly gather feedback on the effectiveness of AI aided lesson plans and adapt strategies accordingly
- **Ethical Considerations:** Ensure that the use of AI respects pupil privacy and promotes equitable access to education
- **Data compliance:** Ensure AI tools comply with relevant data regulations

Data Analysis AI Applications

These AI tools are designed to help teachers analyse various forms of educational data, including test scores, attendance records, and engagement metrics. By using AI, staff can gain deeper insights into pupil performance, learning trends, and areas needing attention.

Examples include

- **Performance Analytics:** AI tools can analyse test scores and other performance indicators to identify trends, strengths, and areas for improvement in pupil learning
- **Predictive Analytics**: These systems use historical data to predict future performance, helping educators to proactively address potential learning gaps and challenges
- **Engagement Tracking:** AI can assess pupil engagement levels through analysis of class participation, assignment completion rates, and online learning interactions
- **Customised Intervention Strategies:** Based on data analysis, AI can suggest targeted intervention strategies for individual children or groups, tailored to their specific needs

Guidance in Adopting AI Tools for Data Analysis

- **Understanding Data:** Teachers could develop a foundational understanding of data analysis principles to interpret AI-generated insights effectively
- **Ethical Use of Data:** Ensure that all data analysis adheres to ethical standards and respects pupil privacy and confidentiality
- **Balancing AI and Human Judgment:** Use AI as a tool to supplement, not replace, professional judgement in educational decision-making
- **Professional Development:** Engage in training to enhance skills in data analysis and the use of AI tools
- **Collaborative Insights:** Share and discuss AI generated insights with colleagues to foster a collaborative approach to pupil development
- **Feedback:** Establish a feedback loop to continuously refine and improve the use of AI tools based on real world classroom experiences and outcomes.
- **Data compliance:** Ensure AI tools comply with relevant data regulations

Supporting Staff Wellbeing Through Workload Reduction Using AI

Alexandra Primary School aims to use the power of AI to support teacher wellbeing by reducing workload. An AI powered digital assistant for teacher, 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 AI's tools include:

- **Automating Administrative Tasks:** AI specialises in automating tasks. These include creating bespoke lesson plans, instant teacher presentations, and generating personalised child reports. This automation allows teachers to devote more time to direct pupil interaction and planning
- **Content Creation and Management:** Teachers often spend a significant amount of time creating educational content like model texts and comprehension texts. AI 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 pupil data. This feature enables teachers to develop comprehensive lesson plans more quickly and efficiently

Professional Responsibility

In the integration of AI tools to support teaching and reduce workload, it's crucial to emphasise the professional responsibility and oversight that teachers at Alexandra Primary School retain in managing and utilising these tools.

Whilst AI offers substantial benefits in terms of efficiency and personalisation, the ultimate responsibility for the educational process remains with the teachers. This section outlines key aspects of maintaining professional responsibility and oversight when using AI tools in education.

Understanding and Expertise

- **Continuous Learning:** Teachers should engage in ongoing professional development to understand the capabilities and, importantly, the limitations of AI tools. This knowledge enables them to effectively integrate AI outputs into their teaching strategies
- **Critical Evaluation:** Educators must critically evaluate and interpret the data and suggestions provided by AI tools, using their professional judgement to make final decisions

Ethical Use and Data Privacy

- **Adherence to Ethical Standards:** Teachers must ensure that the use of AI tools aligns with ethical standards in education, particularly regarding fairness, transparency, and inclusivity
- **Data Privacy Compliance:** Educators are responsible for safeguarding pupil data. It's imperative to ensure that AI tools comply with data privacy laws and school policies

Oversight and Feedback

- **Monitoring AI Tools:** Regular monitoring of the AI tools is essential to ensure they function as intended and contribute positively to the learning process
- **Feedback Loop:** Establish a system for providing feedback on the AI tools' performance, contributing to their continuous improvement

Collaboration and Communication

- **Collaborative Approach:** Encourage collaboration among educators in using AI tools, promoting the sharing of experiences, insights, and best practices
- **Communicating with Stakeholders:** Maintain open communication with children, parents, carers, and senior leaders about the role and impact of AI tools in education, ensuring transparency and building trust

Promoting an Understanding of Ethical Use of AI

Staff training

At Alexandra Primary School, comprehensive ongoing professional development is essential for the effective integration of AI in education. It equips educators with a thorough understanding of AI tools, allowing them to enhance teaching and learning experiences.

Training also ensures adherence to ethical standards and data privacy, important when handling sensitive information. Appropriate professional training will accompany the adoption of AI applications.

Transparency with Stakeholders:

In implementing AI in education, transparency with stakeholders pupils, parents, carers, and governors - is crucial. Alexandra Primary School will communicate with the community where, how and why we are using AI. Pupils should understand how AI impacts their learning, while parents need to know how it enhances education and safeguards privacy. Governors require updates on AI strategies, educational impacts, and ethical compliance.

Ensuring AI Tools Are Appropriately Data Compliant

In adopting AI tools at Alexandra Primary School, school will ensure compliance with the General Data Protection Regulation (GDPR). GDPR compliance is crucial for protecting the privacy and personal data of pupils, parents, carers and staff, and for maintaining the integrity and trustworthiness of the educational institution. The following points outline key considerations in ensuring that AI tools are GDPR compliant:

- **Data Protection by Design:** Choose AI tools that are built with data protection as a core feature. This includes robust encryption, secure data storage, and minimal data collection in line with GDPR requirements
- **Consent and Transparency:** Ensure that clear consent is obtained from children and staff for the collection and use of their data. Provide transparent information about what data is being collected, how it will be used, and who will have access to it

- **Data Minimization:** Adopt AI tools that only collect and process the data necessary for the intended educational purpose. Unnecessary data collection should be avoided to minimise privacy risks
- **Data Subject Rights:** The AI tools should facilitate the rights of data subjects, including the right to access, rectify, and erase their personal data, as well as the right to object to data processing and the right to data portability
- **Data Processing Agreements:** Ensure that agreements with AI tool providers include clauses that require them to comply with GDPR. This includes provisions for data protection, processing limitations, and obligations in case of data breaches
- **Regular Audits and Assessments:** Conduct regular audits of AI tools to ensure ongoing compliance with GDPR. This includes assessing the data protection impact, particularly when introducing new tools or making significant changes to existing ones
- **Training and Awareness:** Provide training for staff and pupils (if appropriate) on GDPR compliance, focusing on their roles and responsibilities in protecting personal data when using AI tools
- **Incident Response Plan:** Develop and maintain an incident response plan to address any data breaches or GDPR non-compliance issues promptly and effectively

Approval and Accountability

Designated school leaders overseeing AI implementation

To ensure a structured and responsible approach to AI implementation in the school, the Senior Leadership Group and Designated Safeguarding Leads will be assigned to oversee this integration.

These leaders are responsible for guiding and supervising all aspects of AI adoption. Their roles include evaluating the educational value of proposed AI tools, ensuring compliance with legal and ethical standards, and aligning AI initiatives with the school's educational goals and policies.

These leaders should also facilitate cross-subject and stakeholder collaboration, ensuring that the voices of educators, IT staff, and other stakeholders are considered in the decision-making process.

Regular training and professional development should be provided to these leaders to keep them updated on the latest AI advancements and best practices in educational technology.

Processes for sign off on the introduction of AI tools

The introduction of AI tools at Alexandra Primary School follows a formalised approval process to ensure accountability and alignment with the school's educational objectives.

This process includes: *a proposal, including the purpose, benefits, costs, and potential risks associated with the AI tool. An impact assessment, focusing on educational outcomes, data privacy, and ethical considerations.* The Headteacher, overseeing AI implementation at Alexandra Primary School will approve or decline proposals.

Policy Review

This policy will be reviewed regularly with Governors.