

Development, Monitoring & Review of this Policy

The Headteacher monitors the effectiveness of this policy on a regular basis. They also report to the Governing Body on the effectiveness of the policy and, if necessary, make recommendations for further improvements.

Schedule for Development, Monitoring & Review

This policy was agreed by teachers:	
This policy was agreed and adopted by the Governing Body:	
The implementation of this policy will be reviewed by:	
This policy will be reviewed:	Every 2 two years
This policy was last reviewed:	September 2025
This policy is due to be reviewed:	September 2027
Chair of Governors' Signature:	
Headteacher's Signature:	

Introduction

Artificial Intelligence (AI) technology exists within the HWB ecosystem used by Rhydypenau Primary School (examples include Adobe Express AI features, Padlet AI, Flip AI). In addition, staff may also access external AI drafting tools such as ChatGPT or the Value Added AI GPTs.

AI now has the potential to influence how teaching materials are created, how staff plan lessons, and how certain pupil activities are supported. Because AI can process and generate information at speed, it creates both opportunities (e.g. workload reduction) and risks (e.g. accidental sharing of personal data).

This policy sets out how the school will use AI safely, ethically and lawfully.

Scope of the Policy

This policy covers:

- **staff use** of **any AI** (external systems or HWB-integrated systems)
- **pupil use** of **AI features that exist within HWB only**
- **governor / leadership** oversight of any school-level AI adoption

This policy applies whether AI is accessed:

- on site or off site
- on a school device or personal device
- logged in via HWB or accessed directly on the web

This policy does **not** replace the school's existing Data Protection Policy – it sits underneath it and clarifies how AI must be used within those laws.

This policy links directly to the Data Protection Impact Assessment (DPIA) completed 03.11.25 and must be read alongside it.

Purpose

This policy sets out how artificial intelligence (AI) tools may and may not be used at Rhydypenau Primary School.

The purpose is:

- to reduce staff workload safely
- to support teaching, learning and curriculum development
- to ensure pupil use is safe, age-appropriate and contained
- to protect the privacy of children and families

This is aligned to the School's DPIA (Data Protection Impact Assessment) dated 03.11.25.

Scope

This policy applies to:

- all staff
- all pupils

- all governors
- any contractor working on school site

It applies to all AI technologies including:

- AI within HWB (e.g. Adobe Express, Padlet AI, Flip AI)
- externally purchased AI products (e.g. Value Added AI)
- publicly accessible AI platforms (e.g. ChatGPT)

Our Position On Pupil Access To Ai

- Pupils **may** use AI tools made available **within HWB** only (e.g. Adobe Express / Padlet AI) for supported creativity, idea generation and language drafting.
- Pupils **must not** create their own external accounts or access external AI systems (e.g. ChatGPT, Claude, Midjourney) independently.
- All pupil AI use must be **explicitly supervised** and task-linked.

Our Position On Staff Access To Ai

- Staff **may** use external AI systems (e.g. ChatGPT) for planning, workload reduction and content drafting.
- Staff **must not** input any personal data into any AI system (names, initials, gender, SEN details, UPNs, postcodes, parent details etc).
- Any data analysis support must be based on **aggregated cohort statements only** (e.g. “Year 5 girls are higher than boys in reading by 3 months”).
- Final materials must always be reviewed by staff and then stored on the school’s Google Workspace (HWB) environment.

Personal Data Rules

Staff must ensure:

- no personal data is input to AI systems
- no pupil work containing personal identifiers is uploaded to external AI
- no safeguarding / vulnerability data is input to AI

This is to maintain compliance with UK GDPR.

RESPONSIBILITY AND GOVERNANCE

- The Headteacher is responsible for oversight.
- The DPO (Cardiff Council) provides DPIA advice.
- Class teachers supervise all pupil AI use.
- All staff are responsible for following this policy.

BREACHES

Misuse of AI (e.g. pasting personal data into AI tools, pupils accessing prohibited AI systems) may be treated as a safeguarding and / or data protection breach and may be subject to disciplinary procedures.

REVIEW

This policy will be reviewed annually
or earlier if:

- Welsh Government / DfE guidance changes
- new AI capability introduced at school level
- DPIA identifies new risks

Appendix A

Statement to include in DPIA

Any AI-based data analysis support will only use high-level, aggregated data statements.
No row-level or identifiable personal data will ever be inputted into any AI tool.