



Bishop Wood Church of England Junior School Artificial Intelligence (AI) Policy

Approved by: Governing Board

Date: July 2024

Next Review Due: July 2027

Lead Officer: Headteacher / Data Protection Officer (DPO)

1. Purpose and Scope

Bishop Wood C of E Junior School recognises that Artificial Intelligence (AI), including generative AI, presents significant opportunities to enhance teaching, learning, administration, and leadership. This policy sets out our approach to the responsible, ethical, and legally compliant use of AI, in accordance with DfE guidance, DSIT principles, and GDPR.

2. Aims

- Support responsible use of AI to enhance teaching, learning, and operational efficiency.
- Protect personal data and uphold privacy rights in line with the school's Data Protection Policy and Privacy Notices.
- Safeguard pupils and staff from misuse of AI technologies.
- Promote transparency, fairness, and accountability in AI usage.
- Prepare pupils to engage safely and critically with AI in their learning and future lives.

3. Definitions

Artificial Intelligence (AI): Computer systems performing tasks normally requiring human intelligence.

Generative AI: Systems that generate new content in response to prompts.

Open AI tool: Publicly accessible tools that may store or learn from inputs.

Closed AI tool: Secure systems restricted to authorised users, where data is not used externally.

4. Regulatory and Ethical Principles

Bishop Wood follows the five principles from the DSIT AI Regulation White Paper:

1. Safety, Security & Robustness – AI systems must be secure and reliable.

2. Transparency & Explainability – AI-assisted processes must be explained clearly.
3. Fairness – Use will be equitable and non-discriminatory.
4. Accountability & Governance – Oversight remains with the governing board and senior leadership.
5. Contestability & Redress – Stakeholders can challenge or seek redress for AI-related issues.

5. Roles and Responsibilities

Governing Board: Approves and monitors the AI policy.

Headteacher: Leads AI strategy and compliance.

DPO: Oversees GDPR compliance and breach responses (contact: dpo@bishopwood.herts.sch.uk).

DSL: Monitors safeguarding risks related to AI.

Staff and Governors: Use only approved tools, verify outputs, and report misuse.

Pupils: Use AI safely and only for approved educational purposes.

6. Approved AI Use

Approved uses include lesson planning, admin efficiency, and CPD support. AI must not involve personal data or automated decision-making about pupils.

7. Data Protection and Privacy

All AI systems undergo a Data Protection Impact Assessment (DPIA). Any input of personal data into unauthorised AI systems constitutes a data breach.

8. Safeguarding and Online Safety

The school ensures AI use aligns with Keeping Children Safe in Education (KCSIE) and teaches pupils about misinformation, bias, and online safety.

9. Staff Training

Staff receive biennial training on data protection and ethical AI use. Additional sessions are run when new technologies are introduced.

10. Breach and Incident Reporting

Any breach of this policy triggers the school's Data Breach Response Plan. Incidents must be reported immediately to the DPO or Headteacher.

11. Monitoring and Review

The Headteacher and DPO will review this policy annually or when new DfE or ICO guidance is issued.

12. Linked Policies

This policy links with: Data Protection Policy, Privacy Notices, Safeguarding Policy, Online Safety, Equality, and Complaints Policy.