



Artificial Intelligence Policy for Pupils and Parents

Mission Statement

Botwell House Catholic Primary School is distinguished by the care, courtesy and concern extended to all its members, regardless of cultural differences and strives to follow the teachings of Jesus Christ to:

“Love one another as I have loved you”

Through an effective partnership between home, school and parish and through a broad and balanced curriculum, each valued individual is encouraged to grow in their journey of faith and strive towards excellence.

Botwell House Catholic Primary School seeks to ensure that all pupils receive a full-time education which maximises opportunities for each pupil to realise his/her potential.

Current revision:	July 2025
Date for further revision:	July 2027
Delegated to:	Data Protection Lead
Reviewer:	Helen Slater
(Headteacher)	Kevin Oakley

Artificial Intelligence Policy For Pupils And Parents

Background to the policy

Although Data Protection law does not specifically define or discuss the guidelines for Artificial Intelligence ('AI'), the guidance from the Information Commissioner's Office and the UK government defines it as using non-human systems to imitate human intelligence.

In this time of constant development and increased usage, there is a need to provide you with an awareness of how AI will be used by the school and the guidelines for usage by pupils, especially if being used to complete school work.

Staff authorised usage of AI

We permit the informed and responsible use of generative AI applications by staff in carrying out identified business activities. Staff will comply with the terms of the workforce specific policy when using generative AI to carry out business activities.

We permit the informed and responsible use of authorised AI applications by staff, for the following business purposes:

- (a) Conducting research
- (b) Idea generation
- (c) Supporting planning and content development

Where personal data is used with AI applications, an ICO risk assessment and/or data protection impact assessment ('DPIA') has been carried out to ensure transparency in how AI will be used and what mitigating steps have been taken to reduce any potential risk of harm to pupils, staff and any other data subjects whose data might be shared with the authorised systems.

Authorised AI applications

The school allow access to the following AI applications for business purposes:

- Chat GP
- TeachMate AI
- Century
- AIR moderation

The listed AI applications may be updated at any time.

Pupil usage of AI

As captured in Appendix A, we will require parents/pupils to sign an Acceptable Use Statement to ensure appropriate usage of AI and they are reminded of the permitted usage along with an outline of what classes as AI misuse.

The school permits pupil usage of AI in the following circumstances:

- (a) As a research tool
- (b) Idea generation for projects

Data Privacy

Related Policies

Pupils (and parents) can refer to the following policies that are related to this AI Policy: -

- Data Protection Policy
- Privacy notice for parents and pupils.

These are available on the school website.

Breach of this policy

If at any time you feel a data breach has occurred in relation to data used, stored or shared with the AI system, please refer to the schools Data Breach Policy and/ or notify Headteacher so that this can be investigated.