



### **At Knights Enham Schools we provide...**

Inclusive and ambitious learning experiences where our school community feels safe and motivated to achieve their best.

**'Together We Achieve'**

**AI**

**Approved: June 2025**

***Date of next review: June 2026***



### Statement of principles

Staff show consideration in the thought and care they take when using AI systems, ensuring it complements their professional knowledge, skills and judgements. They respect all people, actively promote equity and do all they can to ensure the security of information and reduce any inherent bias towards individuals or groups. They recognise that their responsibility is to use AI as a tool: but they remain the author of content created.

Staff should use AI creatively and responsibly with learners to enhance their teaching, create customised resources, teach learners to understand how Generative AI works, how to use AI carefully and safely, and seek to automate workload tasks.

1. Staff should ensure their use of AI systems treat all people fairly, avoiding bias and
2. discrimination
3. Staff should ensure their use of AI systems should be transparent and understandable
4. Staff should ensure their use of AI systems is reliable and safe
5. Staff should ensure their use of AI systems is secure and respects privacy
6. Staff must be accountable for their use of AI systems
7. Staff must take responsibility for any content generated by AI: while AI may do 80% of the
8. drafting the staff member must ensure they check the accuracy, reliability and fairness of
9. the final content they are responsible for

### Aims

- To enhance the teaching and learning in classes across the school and improve outcomes
- To support and reduce workload for staff across the school
- To ensure ethical and legal compliance by all users of AI systems
- To protect the privacy and data of all members of the Knights Enham Community (staff, pupils, families, governors)

### Definitions

AI (Artificial Intelligence): includes

- Machine Learning: a subset of AI where algorithms learn from data to improve their
- performance over time
- NLP: Natural Language Processing in tools such as Alexa or Siri
- LLM: Large Language Models are advanced AI systems trained on vast data sets such as Microsoft Copilot and ChatGPT which can be used to generate new content

### Generative AI systems



Staff at Cornerstone are encouraged to use Microsoft Copilot as there is an increased level of privacy and security when using it signed in within the school's Microsoft 365 infrastructure. Therefore, they must link this use to their school's Microsoft 365 account / email.

Staff can also make use of the AI tools embedded within the school's Arbor system.

Staff must not use any identifiable information / data about people from within the Knights Enham community that is not stored securely within the schools' Microsoft 365 infrastructure or the school's Arbor system into any Generative AI systems.

First names can be used within Microsoft Copilot when signed into the school's Microsoft 365 infrastructure. Names and email addresses can be used within Arbor, but with the least amount of identifiable information / data required, when signed into the school's Arbor system.

There may be other Generative AI tools (ChatGPT, Suno, Copilot Studio, Magic School AI, TeachMate AI, Gemini, Notebook LM, Gamma, Sketch Metademolab) that may be better suited for other tasks but must also not use any identifiable information / data about people from within the Knights Enham community.

Staff must check and gain permission from a member of the Digital Leadership Team before using any other Generative AI tools not referenced in this policy, and if they require a login / account, staff should use their school's Microsoft 365 account / email or school's Google account / email.

Currently we do not teach pupils to use AI systems. However, in UKS2 learners are taught how AI systems work.

#### Enhancing teaching and learning \*

Staff at Cornerstone may only use AI systems for the following tasks / purposes:

- Simplify texts to support Lower Attainers or children with SEND, which may include
- combining it with using Widgit
- Using learners' sentences / writing to create images for them to evaluate their writing
- Using Reading Progress / Reading Coach to provide individualised feedback, or for learners
- to create their own individual texts
- Creating specific WAGOLLS
- Creating images for lessons and performances, as this avoids copyright issues
- Generating a set of specific questions or word problems in subjects such as maths, science...

#### Supporting and reducing workload \*

Staff at Knights Enham may only use AI systems for the following tasks / purposes:

- A wide range of lesson planning / Unit of Learning planning
- Generating dictated paragraphs for weekly spelling tests
- AI policy Spring 2025 Page 3 of 7
- Generating a set of assessment / test questions
- Creating Home Learning activities / questions
- Generating sentences / variety of word classes for a specific unit
- Creating overviews of lesson plans and Units of Learning as a starting point for planning
- Generating wording for objectives (e.g. for Performance Management)
- End of year report statements
- Drafting emails and letters



- Summarising online documents
- Creating audio and video versions of policies and other documents
- Creating summaries and summary questions from texts
- Generating objectives and success criteria for Action plans and reports
- Creating specific AI chatbots linked to school documents, e.g. planning, policies or school website

\* Staff must check and gain permission from a member of the Digital Leadership Team before using AI systems for other tasks / purposes. The lists above will be added to through discussion between staff and the Digital Leadership Team.

### Designing prompts

Staff are trained to consider the following aspects:

- Persona: ask AI to take on a role
- Objective: tell AI what you want it to do
- Audience: specify who the content is for
- Specific: be precise and specific with your language
- Activity: explain in detail
- Boundary: set limitations and direction
- Iterate: be prepared to make adaptations and re-prompt

Staff must use AI systems responsibly every time:

- Evaluate the outputs to check it they meet your intended purpose / needs
- Verify facts, data and quotes from reliable sources
- Edit your prompt / ask follow up questions to improve AI output
- Revise results to reflect your specific needs, style and tone. AI is a starting point but should never be the final product
- You are responsible for everything you create with AI

Useful resources and references can be found in the following appendices.