



HARLINGTON LOWER AND SUNDON LOWER SCHOOL

AI ACCEPTABLE USE POLICY

Approved by Local Governing Committee: February 2026

Next review: February 2027

This policy provides a framework for the safe, ethical, and effective use of Artificial Intelligence (AI) to support teaching, learning, and administrative efficiency. At Harlington and Sundon, we view AI as a 'co-pilot' that helps staff maintain high expectations whilst managing workload.

Preferred Tool: Google Gemini

Google Gemini is our preferred AI tool. It is integrated into our secure Google Workspace, providing a safer environment for school-related tasks than external public tools. Staff are encouraged to use Gemini for primary AI assistance.

Practical Ways to Use AI

Staff may use AI to enhance their professional practice in ways such as:

- **Drafting Communications:** Creating parent letters or tailoring letters or newsletters to improve accessibility
- **Resource Customisation:** Generating model texts tailored to a specific reading age or year group.
- **Scaffolding:** Using AI to generate vocabulary banks or visual prompts to support SEND pupils
- **Planning Support:** Brainstorming creative hooks for "Reading for Pleasure" sessions or generating quiz questions based on specific curriculum content.

Classroom Use and Pupil Access

Due to the age of our pupils, independent pupil use of AI is not currently permitted.

- **Teacher-Led Use:** Teachers may use AI in the classroom to demonstrate technology or generate live creative prompts.
- **Future Reviews:** As technology evolves, we will review this position to ensure pupils develop appropriate digital literacy in a safe, controlled way.

Data Protection and Privacy

Protecting pupil and staff data is our primary legal obligation.

- **The General Rule:** In the majority of occasions, it is better **not** to put personally identifiable information—such as pupil names, dates of birth, addresses, or specific SEND details—into any AI tool. Staff should aim to anonymise prompts by using placeholders like ‘Pupil A’ rather than real names.
- **Inputting Personal Information into Gemini:** Personal information it may **only** be inputted into **Gemini**, and only if the "Gemini Apps Activity" setting is turned **OFF** in your Google account settings. This stops Google from using your data to train its models.
- **Other AI Tools:** Other tools (e.g., ChatGPT) may be used for general brainstorming, but they must be used anonymously. No school-specific identifiers or sensitive data should be uploaded to external platforms.

Professional Accountability

AI is an assistant; the user is the expert. Staff and governors remain fully responsible for the content they produce.

- **Thorough Checking:** AI can generate ‘hallucinations’ (confident but incorrect facts). All AI-generated content must be checked thoroughly for accuracy, bias, and tone before use.
- **Standards of Work:** "I did it on AI" is never an acceptable excuse for substandard, incorrect, or inappropriate work. Output must always reflect our school's vision of excellence.

Prohibited Use

- Automating feedback or assessments that require a teacher's professional insight and relationship with the pupil.
- Generating content that contradicts the Pyramid Schools Trust's Equality, Safeguarding or Inclusion policies.
- Inputting sensitive school financial or confidential staff records into non-Google AI platforms.