Filey Junior School

Widening horizons and reaching our potential. Respecting the world and each other.

A happy, healthy and positive learning community.

Date this version of policy adopted by Governing Body: November 2025

Signed DSL: Ian Grice

Signed Headteacher: Michael Taylor

Signed Chair of Governors: Lucy Deighton

Filey Junior School AI Use Policy

1. Purpose of this Policy

This policy explains how artificial intelligence (AI) tools may be used at our school. Its goal is to ensure students learn safely, responsibly, and ethically while benefiting from modern technology.

2. What Is AI?

AI tools are computer programs that can create text, images, videos, or answer questions. Examples include chatbots, translation tools, spelling/grammar helpers, and educational learning apps.

3. Guiding Principles

We use AI in the junior school in ways that are:

- Safe – protecting students from harmful or inappropriate content.

- Age-appropriate – choosing tools that suit young learners.

- Educational – supporting learning, not replacing it.

- Responsible – teaching students how to use technology wisely.

4. Approved Use of AI

Students may use AI tools only when:

- A teacher has given permission.

- The AI tool is school-approved and suitable for children.

- The use is part of a learning activity.

Examples of allowed use:

- Getting help understanding a topic.

- Practicing writing, reading, or maths with supervised AI tools.

- Creating ideas or brainstorming with teacher oversight.

- Using AI-powered accessibility tools (e.g., text-to-speech).

5. What AI Should Not Be Used For

Students may not use AI to:

- Complete assignments without doing the thinking themselves.

- Create or share inappropriate, violent, or offensive content.

- Communicate with strangers through AI chat features.

- Provide personal information (name, address, school, photos, etc.).

- Bypass school rules or access blocked websites.

6. Privacy and Safety

To keep students safe:

- Students must never enter personal or identifying information into an AI tool.

- AI tools used in school must meet child-safety and data protection standards.

- Staff will supervise student use and teach safe online habits.

7. Academic Integrity

Students must:

- Do their own work and use AI only as a support tool, not a replacement.

- Tell their teacher when AI tools have been used to help.

- Understand that teachers may check whether AI was used appropriately.

8. Responsibilities of Staff

Teachers and staff will:

- Guide students on safe and responsible AI use.

- Monitor student activity involving AI.

- Select age-appropriate AI tools.

- Teachers may use AI tools to support planning, administration, and learning activities, but they must do so responsibly and transparently. All AI-generated materials should be reviewed by the teacher to ensure they are accurate, appropriate, and aligned with the school's values and curriculum. Teachers should avoid relying on AI for decisions about student wellbeing or assessment without professional judgement. Any use of AI must protect student privacy, follow copyright laws, and model safe, ethical technology use for students.

9. Responsibilities of Parents and Guardians

Families are encouraged to:

- Talk with children about safe technology use.

- Monitor at-home use of AI tools.

- Follow the same privacy and safety guidelines outside school.

10. Misuse of AI

Misuse of AI tools may result in:

- Loss of access to AI tools.

- Redoing assignments without AI support.

- Communication with parents or guardians.

The goal is education, not punishment—students will be supported to learn safer habits.

11. Review of Policy

This policy will be reviewed yearly to ensure it stays up-to-date with new technology and best practices.