

AI Usage Procedure for Primary School Staff



Churchfield CE Academy

Introduction

At Churchfield CE Academy, we have embraced AI technology as a powerful tool to enhance our educational provision. Our intent is to support staff in delivering exceptional education while reducing administrative burden, enabling more time for meaningful student interaction.

Through careful implementation, staff utilise approved AI tools (Claude and Gemini) for lesson planning, resource creation, and administrative tasks, following strict protocols to ensure responsible and secure usage.

The impact of this approach has been significant: teachers report more time for direct student engagement, enhanced ability to create differentiated resources, and improved efficiency in lesson preparation.

While pupils do not directly use AI tools, they benefit from more engaging learning materials, increased teacher interaction time, and consistently differentiated resources that better support their individual needs. This procedure document outlines the framework for safe and effective AI usage within our school setting.

1. Purpose

This procedure outlines the steps for staff to follow when using AI tools in their educational practice.

2. Scope

This procedure applies to all staff members using AI-powered applications for school-related tasks.

3. Procedure Steps

a. Tool Selection:

- Use only school-approved AI tools (Claude and Gemini)
- Consult SLT for a list of approved applications or any new AI tools

b. Pre-Use Preparation:

- Complete required AI literacy training
- Familiarise yourself with each tool's capabilities and limitations

c. Using AI Tools:

- Use AI for lesson planning, resource creation, and administrative tasks
- Do not input any student personal information
- Always review and verify AI-generated content before use

d. Classroom Integration:

- Inform students when AI tools are being used in lessons
- Teach students about AI's role as a tool, not a replacement for learning

e. Assessment:

- Do not use AI as the sole means of student assessment
- Maintain professional judgment in all evaluations

f. Ongoing Responsibilities:

- Stay updated on AI developments in education
- Report any concerns or unusual AI behaviour to the IT department
- Participate in regular AI use reviews

4. Safety and Data Protection

a. GDPR Compliance:

- Never input personal or sensitive data into AI tools
- Use anonymised examples when discussing student work
- Report any accidental data breaches immediately
- Store AI-generated content securely on school systems only

b. Safety Measures:

- Monitor student interactions with AI tools
- Report inappropriate content generation immediately
- Follow school safeguarding procedures when using AI
- Maintain appropriate content filters and restrictions

5. Review

This procedure will be reviewed and updated annually by the school digital lead.

For any questions or clarifications, please contact Nadia Low Ten Que

