

St Osmund's Catholic Primary School



AI (Staff Use) Policy

Governors' Committee Responsible:	Teaching and Learning Committee
Governor Lead:	
Designated Safeguarding Lead:	Michelle Lunney
Status & Review Cycle:	
Date of initial inception:	January 2026
Date of Review:	January 2028
Date of Next Review:	January 2028
Signed (Chair of Governors)	A. Cole
Signed (Head Teacher)	M. Lunney

Staff Policy: Acceptable Use of Generative AI (Google Gemini)

1. Purpose and Scope

This policy outlines the requirements for staff at St Osmund's Catholic Primary School when using Generative AI. To ensure maximum data security and compliance with UK GDPR, the school has designated **Google Gemini (within the school domain)** as the only approved AI tool for staff use.

2. Authorised Platform

- **Domain-Only Access:** Staff must only use Gemini while signed into their official school Google Workspace account.
- **Prohibited Tools:** The use of personal AI accounts (e.g., personal ChatGPT, Claude, or Gemini accounts) for school-related work is strictly prohibited.
- **Why Gemini?** When used within our school domain, Google provides "Enterprise-grade" protections. This ensures your prompts and data are **not** used to train public AI models and remain within our school's digital boundary.

3. Data Protection and Anonymisation

The "Golden Rule" for AI use is: **Never input Identifiable Information.** To protect our community, staff must ensure the following are **never** uploaded or typed into Gemini:

- **Student Data:** Full names, partial names, initials, or specific dates of birth.
- **School Identifiers:** The school's name, specific address, or local authority codes.
- **Staff/Parent Data:** Personal contact details, home addresses, or private financial information.
- **Safeguarding/SEND Info:** Never input details regarding a child's specific medical needs, EHCP details, or safeguarding concerns.

Example of Safe Prompting:

-  **Bad:** "Write an IEP target for John Smith in Year 3 at St. Mary's Primary who struggles with phonics."
-  **Good:** "Suggest three phonics intervention targets for a Year 3 pupil who is currently working at Phase 4."

4. Professional Responsibilities

While AI can assist with workload, the professional accountability remains with the staff member.

- **Fact-Checking:** Gemini can "hallucinate" (state false facts confidently). All AI-generated content (lesson plans, newsletters, reports) must be checked for accuracy.

- **Bias Awareness:** AI models can reflect societal biases. Review all output to ensure it aligns with the school's Equality and Diversity policies.
- **Human-in-the-Loop:** AI should be used as a "co-pilot," not an "auto-pilot." It must not replace the professional judgement of a qualified teacher.

5. Approved Use Cases

Staff are encouraged to use Gemini for:

- **Lesson Planning:** Generating creative hooks, simplifying complex explanations, or creating reading comprehension questions based on a text.
- **Administrative Efficiency:** Drafting generic emails to parents, summarizing meeting notes (anonymised), or creating table templates for tracking.
- **Resource Creation:** Generating "WAGOLLS" (What A Good One Looks Like) for writing tasks or creating math word problems.

6. Reporting Misuse

Any accidental upload of personal data to the AI platform must be reported immediately to the **Data Protection Lead (DPO)** or **Headteacher**, as this may constitute a data breach.

7. Review

This policy will be reviewed bi-annually or as required due to the rapidly changing processes with ai.