



St. Francis Xavier's RC Primary School

Love one another as I have loved you

Artificial Intelligence (A.I.) Policy

Our Mission

Share God's love with one another

Follow your dreams

EXcel in citizenship

Our Mission is to:

- Be a witness to the values, teaching and beliefs of the Roman Catholic Church
- Promote achievement and enjoyment for all
- Expect the best for individuals
- Inspire learning
- Collaborate with the community
- Promote a healthy and safe lifestyle
- Create a sustainable school
- Continually strive to be effective

1. Introduction

St Francis Xavier's R.C. Primary School is committed to harnessing the transformative capabilities of Artificial Intelligence (A.I.) to enrich the educational journey of its students. Through A.I., we aim to offer personalised learning experiences, streamline administrative processes, and present innovative engagement methods for teachers. Concurrently, we acknowledge the ethical and safety considerations intrinsic to A.I.'s application.¹ This policy seeks to set a robust framework for the ethical, transparent, and responsible use of A.I. at St Francis Xavier's R.C. Primary School, ensuring alignment with our overarching objective: to educate and empower every pupil, enabling them to positively impact the world.

2. Scope and Related Policies & Guidance

This policy extends to all members of the St Francis Xavier's community, including staff, students, and visitors, and should be read in conjunction with:

- Our Business Continuity Plan
- Online Safety Policy
- Joint Council for Qualifications – AI Use in Assessments: Protecting the Integrity of Qualifications – 2023.

¹Teacher Development Trust, *Understanding AI For School: Tips For School Leaders*, September 2023

3. Application of A.I. in Learning, Teaching & Assessment

3.1 Students

While students are encouraged to utilise A.I. to bolster their learning, they must strictly adhere to guidelines set out in this policy.

This includes:

- Validating A.I.-suggested concepts against credible sources.²
- Recognising A.I.'s potential limitations, biases, and the risks of misinformation.
- Not presenting A.I.-generated content as their own original work.⁴
- Appropriate referencing of A.I.-derived content, acknowledging that it won't be credited on its intrinsic merit.
- Detailed acknowledgment of A.I. tools utilised, ensuring the retention of evidence of their usage.⁵

3.2 Teaching staff

St. Francis Xavier's teaching staff play a pivotal role in guiding and supervising the ethical use of AI in education.

Responsibilities encompass:

- Taking part in training on the advantages, risks, and ethical use of A.I.⁶ - Integrating AI understanding and application within the curriculum.
- Monitoring student submissions for possible A.I. misuse.⁷
- Ensuring alignment with JCQ guidelines on A.I.'s role in assessments.

3.3 Public Examinations & Non-Examined Assessment (NEA)

A.I. tools may be utilised during assessments under specific conditions, ensuring the work is a true reflection of a student's independent endeavours. Any misuse of A.I., such as plagiarising or producing misleading references, will be treated seriously.

3.4 Academic Integrity

Deviation from these principles constitutes Academic Misconduct.

²Teacher Development Trust, *Understanding AI For School: Tips For School Leaders*, September 2023

³Russell Group, *Principles On The Use Of Generative AI Tools In Education*, July 2023 ⁴Office of Educational Technology, *Artificial Intelligence and the Future of Teaching and Learning*, May 2023

⁵Office of Educational Technology, *Artificial Intelligence and the Future of Teaching and Learning*, May 2023

⁶Russell Group, *Principles On The Use Of Generative AI Tools In Education*, July 2023 ⁷UNESCO, *AI And Education - Guidance For Policymakers*, 2021

4. Ethical use of Artificial Intelligence

Upholding our commitment to ethical standards, we expect all AI users within St Francis Xavier's to:

- Respect privacy and intellectual property rights.
- Refrain from actions that might result in discrimination or unjust outcomes.⁸ - Adhere to all pertinent laws, regulations, and school policies, particularly concerning data privacy.
- Stay informed about potential A.I. biases and actively work to mitigate them.⁹ - Abide by stringent data governance norms, ensuring adherence to GDPR and the school's Data Policies.

5. Implementation, Monitoring, and Review

5.1 Vendor Collaboration

St Francis Xavier's RC Primary School will collaborate with vendors that meet the highest ethical and technical standards.

5.2 Monitoring and Feedback

Regular monitoring ensures A.I. systems' alignment with our ethical commitments.¹⁰ Open feedback channels allow the school community to share experiences and concerns.¹¹

5.3 Training and Education

Consistent training sessions on A.I.'s ethical, transparent, and safe use will be organised for both staff and students.¹²

6. Review Mechanism

This policy will be revisited every 2 years, ensuring its relevance, efficacy, and alignment with the latest research and best practices.

⁸ Russell Group, *Principles On The Use Of Generative AI Tools In Education*, July 2023 ⁹ UNESCO, *AI And Education - Guidance For Policymakers*, 2021

¹⁰ UNESCO, *AI And Education - Guidance For Policymakers*, 2021

¹¹ Office of Educational Technology, *Artificial Intelligence and the Future of Teaching and Learning*, May 2023

¹² Russell Group, *Principles On The Use Of Generative AI Tools In Education*, July 2023 3

Reviewed: December 2025

Next review: December 2027

This policy was written in December 2025 and was presented to the Standards and Curriculum Committee on 19th January 2026. It was adopted by the Standards and Curriculum Committee on 19th January 2026.

Signed: *Mrs S Cockroft*

Date: 19.1.26

Chair of Standards and Curriculum Committee

Signed: *Mrs E Christopherson*

Date: 19.1.26

Headteacher