



AI (Artificial Intelligence) Usage Policy

Adopted On:	January 2026
Review Date:	January 2027
Review Frequency:	Yearly
Approved By:	Headteacher

AI Usage Policy - Moss Lane School

Purpose of this Policy

At Moss Lane School, we recognise that artificial intelligence (AI) can be a helpful tool for learning and teaching when used appropriately and safely. This policy outlines how AI technologies may be used by staff and children, and how we ensure that all use supports education, promotes digital literacy, and keeps our pupils safe. As an infant school, we recognise that children are at an early stage of development. AI will not replace teaching, learning through play, or human interaction, but may be used by adults to support professional practice.

What We Mean by "AI"

AI (artificial intelligence) refers to technology that can answer questions, generate images/ideas, analyse information, or assist with tasks by using large amounts of data. Examples include:

- Speech tools (e.g. voice assistants like Alexa or Google Assistant)
- Language or writing support tools (e.g. Microsoft Co-pilot, Grammarly)
- Educational chat tools designed for children (e.g. -teacher-approved AI reading or maths apps)
- AI-based image or pattern recognition in learning apps (e.g. phonics or coding games)

Core Principles

AI use at Moss Lane will always:

- Put children's safety and wellbeing first
- Support, not replace, professional judgement
- Be age-appropriate
- Protect personal data and privacy
- Align with safeguarding, GDPR, and online safety policies

AI Use by Children

- Supervised Use Only: Children may use AI-powered educational tools only under the direct supervision of a member of school staff.
- Educational Purpose: AI tools will only be used to support approved learning objectives, such as phonics practice, basic coding, or interactive reading comprehension.
- Age-Appropriate Platforms: Only age-appropriate and GDPR-compliant apps that have been reviewed by staff and approved by school leadership will be used.
- No Personal Data: Children will never be asked to enter personal details (such as full name, address, or photos) into any AI system.

Classroom Learning

Teaching will continue to focus on:

- Play-based learning
- Social interaction
- Creativity and exploration
- AI will not be used to assess pupils or make decisions about individual children.

AI Use by Staff

Staff may use AI tools to:

- Create or adapt teaching resources
- Drafting letters or general communications
- Generate ideas for classroom activities or lesson planning.
- Support administrative tasks (e.g. document formatting).

Staff must not:

- Upload or share any personal or sensitive pupil data with AI tools.
- Use AI to assess or make decisions about individual children without human oversight.
- Present AI-generated materials as factual without reviewing and verifying the content.
- Ensure materials are age-appropriate and inclusive
- Never rely on AI as the sole source of information

Ensuring Safety and Data Protection

To keep everyone safe:

- The school will only use AI tools that comply with UK GDPR and school safeguarding and data protection policies.
- All AI use will be supervised and transparent.
- AI tools will be reviewed regularly for appropriateness, accuracy, and data protection compliance.
- The school will provide training and guidance to staff on safe and ethical AI use.
- Any concerns or inappropriate content generated by AI tools must be reported immediately to the Designated Safeguarding Lead (DSL) or Head teacher.

Safeguarding and Online Safety

AI must never be used in ways that expose children to:

- Inappropriate content
- Bias or stereotypes
- Misinformation

Any concerns relating to AI use must be reported to the Designated Safeguarding Lead (DSL)

Use of AI by Parents and Carers

Parents are encouraged to:

- Be mindful of children's age when using AI at home
- Avoid replacing reading, play, and conversation with technology
- Talk to children about technology in simple, positive ways
- The school does not require or expect families to use AI tools at home.

Teaching About AI

As part of our computing and digital literacy curriculum, children will be introduced to the concept of AI in a simple, age-appropriate way—focusing on curiosity, creativity, and understanding that technology should always be used safely and responsibly.

Monitoring and Review

This policy will be reviewed annually by school leadership to ensure it remains current with national guidance, educational needs, and technological developments.

Approved by:

Victoria Abbott

Date: January 2026

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