

Artificial Intelligence Safe Usage Guide

Lacewood Primary School



Approved by:

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(Chair of Governors)

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by:

Pupil Wellbeing and Safety

- AI systems should be used to prioritise the physical, emotional, and psychological well-being of pupils.
- Avoid using AI systems that may cause harm or distress to pupils.
- Regularly assess and monitor the impact of AI systems on pupil well-being and safety.

Privacy and Data Protection

- Obtain informed consent from parents or legal guardians before collecting and using pupil data through AI systems.
- Clearly communicate to parents, pupils, and staff how all data will be collected, stored, and used.
- Implement robust data security measures to protect pupil data from unauthorised access or breaches.
- Anonymise pupil data whenever possible to minimize the risk of identification.

Transparency and Explainability

- Ensure that the functioning of AI systems used in schools is transparent and explainable.
- Provide accessible explanations to pupils, parents, and teachers on how AI systems make decisions or provide recommendations.
- Avoid using "black-box" AI systems that operate without clear explanations or insights into their decision-making processes.

Avoid Biases and Discrimination

- Regularly audit AI systems to identify and mitigate biases or discriminatory outcomes.
- Ensure that AI systems do not perpetuate existing inequalities or marginalize any pupil groups.
- Promote diversity and inclusivity in the development and deployment of AI systems to mitigate biases.
- Human Oversight and Intervention
- AI systems should be designed to augment, rather than replace, human interaction and decision making.
- Ensure that teachers and staff have the ability to intervene or override AI systems when necessary.
- Maintain a balance between the use of AI systems and the personalised guidance and support provided by educators.

Regular Monitoring and Evaluation

- Continuously monitor the performance and impact of AI systems on pupil learning outcomes and well-being.
- Regularly evaluate the effectiveness of AI systems in achieving educational goals and identify areas for improvement.
- Seek feedback from pupils, parents, and teachers to understand their experiences and concerns related to AI technology.
- Ethical Procurement and Usage
- Select AI systems from reputable vendors who adhere to ethical guidelines and demonstrate responsible practices.

- Avoid using AI systems that promote excessive commercialisation or invasive advertising to pupils.
- Ensure that the deployment of AI systems aligns with the principles and values of the school community.