BRYN DERI PRIMARY SCHOOL

Artificial Intelligence (AI) Policy

2026-2027

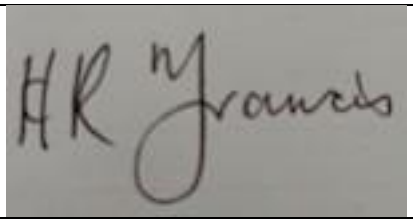
Artificial Intelligence (AI) Policy

Bryn Deri Primary School

Policy status	School policy
DPIA reference	Data Protection Impact Assessment (DPIA) dated 03.11.25
Review cycle	Annual, or earlier if required

Arrangements for reviewing the policy

- The implementation of this policy is the responsibility of all stakeholders
- Staff and Governors will review the policy when there are major updates or every year

Date Approved by FGB	14-10-26
Signed on behalf of FGB	
Name (Chair of Governors)	Mrs H. Francis
Date	14-10-26
Date of next review	October 2027

1. Introduction

Artificial Intelligence (AI) is increasingly present within the HWB ecosystem used by schools, including features such as Adobe Express AI, Padlet AI and Flip AI. Staff may also access external AI drafting tools, including ChatGPT and Value Added AI GPTs.

AI can support the creation of teaching materials, lesson planning and selected pupil activities. It can offer significant benefits, including reducing workload, but it also presents risks, particularly around the accidental disclosure of personal information.

This policy establishes how AI will be used at Bryn Deri Primary School safely, ethically and lawfully.

2. Scope of the Policy

This policy applies to:

- All staff use of AI, through HWB-integrated systems.
- Pupil use of AI features available within HWB only.
- Governor and leadership oversight of any school-level adoption of AI.
- AI accessed on or off the school site.
- AI accessed using a school device or personal device.
- AI accessed through HWB or directly via the web.
- AI technologies including HWB tools (e.g. Adobe Express, Padlet AI and Flip AI), externally purchased products (e.g. Value Added AI), and publicly accessible platforms (e.g. ChatGPT).

3. Purpose

This policy sets out how artificial intelligence tools may and may not be used at Bryn Deri Primary School.

The purpose of the policy is to:

- Reduce staff workload safely.
- Support teaching, learning and curriculum development.
- Ensure pupil use of AI is safe, age-appropriate and appropriately contained.
- Protect the privacy of children and families.
- Support the principles set out in the school's DPIA dated 03.11.25.

4. Pupil Access to AI

Pupils may use AI features made available within HWB, such as Adobe Express AI and Padlet AI, where these are used for supported creativity, idea generation or language drafting.

Pupils must not create their own external AI accounts or independently access external AI systems, including ChatGPT, Claude or Midjourney.

All pupil use of AI must be explicitly supervised by a member of staff and directly linked to an agreed learning task.

5. Staff Access to AI

Staff may use external AI systems, including ChatGPT, to support planning, reduce workload and draft content.

Staff must not enter personal data into any AI system. This includes names, initials, gender, SEN information, UPNs, postcodes, parent/carer details or any other information that could identify an individual.

Where AI is used to support data analysis, prompts must contain aggregated cohort-level statements only—for example, a statement that a particular year group has a specified attainment difference. Final materials must always be reviewed by a member of staff before use and then stored within the school's Google Workspace (HWB) environment.

6. Personal Data and Privacy

To maintain compliance with UK GDPR, staff must ensure that:

- No personal data is entered into AI systems.
- No pupil work containing personal identifiers is uploaded to external AI systems.
- No safeguarding or vulnerability information is entered into AI systems.
- AI use remains consistent with UK GDPR requirements.

7. Responsibility and Governance

The Headteacher has overall responsibility for oversight of this policy.

The Data Protection Officer (DPO) at Cardiff Council provides advice relating to the school's Data Protection Impact Assessment (DPIA).

Class teachers are responsible for supervising pupil use of AI.

All staff are responsible for understanding and following this policy.

8. Breaches and Misuse

Misuse of AI may constitute a safeguarding and/or data protection breach. Examples include entering personal data into an AI system or pupils accessing prohibited external AI systems.

Where appropriate, such breaches may be managed through the school's safeguarding, data protection and disciplinary procedures.

9. Review

This policy will be reviewed annually, or sooner where there is a significant change in guidance, technology or identified risk. An earlier review will take place if:

- Welsh Government / DfE guidance changes.
- New AI capabilities are introduced at school level.
- The DPIA identifies new or changed risks.

Appendix A — Statement for the DPIA

Any AI-supported data analysis will use high-level, aggregated data statements only.

Row-level or identifiable personal data must never be entered into any AI tool.

Key Principles

SAFE • SUPERVISED • PRIVATE • REVIEWED

AI should support professional judgement, never replace it. Personal and safeguarding information must remain protected.