

# Staining C of E Primary School

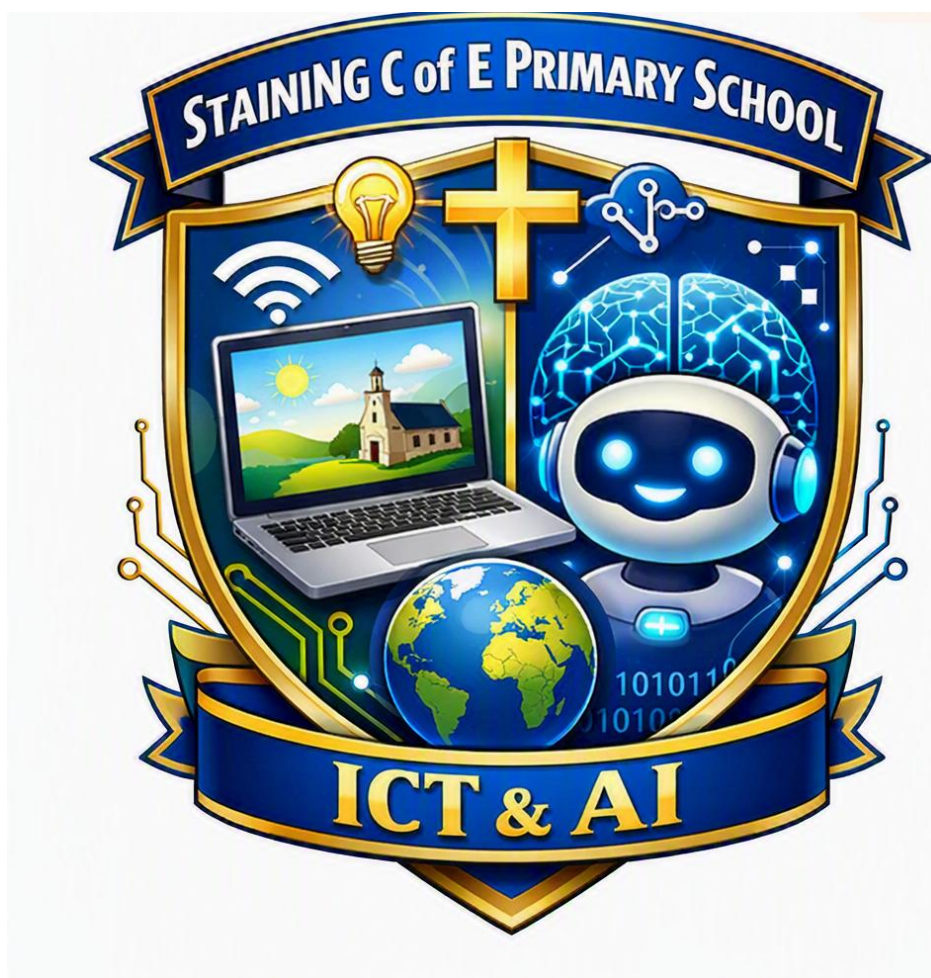
## Acceptable Use of ICT, Digital Media & Artificial Intelligence (AI) Policy

### Our Vision

At Staining C of E Primary School, our values – Be Kind, Show Respect, Work Hard, Aim High, and Teamwork – guide how we nurture and protect our children both in person and online. We believe technology should help children shine: supporting their curiosity, creativity and confidence while keeping them safe every step of the way.

As ICT and AI become an increasingly important part of modern life, we are committed to teaching children how to use these tools wisely, responsibly and with kindness. We want every child to grow into a thoughtful digital citizen who understands how to stay safe, make good choices and use technology to learn, explore and express themselves.

Our approach is rooted in our Christian ethos: valuing each child as unique, protecting their dignity, and ensuring that their digital experiences reflect the same care, respect and compassion we show in the classroom. This policy reflects our promise to families – that we will protect children, support parents, and create a digital environment where every child can flourish securely and confidently.



## **Purpose of the Policy**

This policy explains how ICT, digital media and AI should be used within Staining CE Primary School. It aims to:

- Protect children, staff and families from risks associated with digital technologies and AI.
- Ensure responsible, safe and respectful use of ICT and online platforms.
- Support high-quality learning while maintaining strong safeguarding practices.
- Provide clarity for parents regarding image use, consent and online safety.

We want families to feel confident that online safety is something we take seriously, monitor carefully and talk about openly with children.

## **Acceptable Use of ICT**

### **General ICT Use**

- ICT resources are provided to support teaching, learning and school operations.
- Children may use the internet only under staff supervision and for curriculum-related activities.
- Downloading files is permitted only when approved by staff; all files must be virus-checked.
- Violent, inappropriate or age-restricted games are not permitted.
- Social networking sites and instant messaging platforms must not be accessed by children or staff in school.
- YouTube may be accessed by staff only to support learning.
- Staff and children must not exchange friendship requests or follow each other on social media.
- Children are taught to recognise, report and avoid cyberbullying, and staff will always respond promptly and sensitively to concerns.

### **Artificial Intelligence (AI) Use**

AI tools—including chatbots, image generators, translation tools and automated writing assistants—are increasingly part of children's digital world. We want children to explore new technologies safely, ethically and with trusted adults guiding them.

## **Safe & Ethical AI Use**

- AI may be used only for learning activities approved by staff.
- Children must not use AI to access inappropriate content, generate harmful material or bypass filters.
- AI must never be used to impersonate, deceive or bully others.
- Staff ensure AI use aligns with safeguarding, data protection and school values.

## **Academic Integrity**

- AI must not be used to complete work dishonestly or replace genuine learning.
- Children may use AI for explanations or practice questions only when permitted by staff.
- AI-assisted work must be acknowledged when required.

## **Data Privacy**

- Personal data, children's names, photographs or confidential information must not be entered into AI systems.
- AI tools must not be used to process sensitive information unless approved by the school's data protection lead.

## **Staff Use of AI**

- Staff may use AI to support planning or resource creation, but all outputs must be checked for accuracy.
- AI must not be used for safeguarding decisions or communication with parents without human review.
- Staff must avoid AI tools that encourage personal interaction with children.

## **Digital Images, Videos & Parental Consent**

### **Our Commitment to Protecting Children's Images**

We know how precious children's photographs are to families, and we also understand the risks that modern technology – especially AI – can pose. Our updated approach reflects our commitment to protecting children's identities and ensuring their images are used safely and respectfully.

To safeguard children:

- We will no longer publish any photograph alongside a child's name on any platform.
- We will request yearly consent from parents/carers for image use, so families stay in control.

## **What Consent Covers**

Consent allows the school to share your child's image on:

- Weduc
- The school website
- Official school social media platforms

Where possible, images will be shared through:

- Group photographs
- Short reel-style videos, which are safer and less easily misused by AI

## **One Consent for All Platforms**

Because digital content can be reshared automatically, separate permissions for individual platforms cannot be managed. Consent is therefore a single yes or no for all external platforms.

## **If Consent Is Not Given**

- Your child will not appear in any externally published photographs or videos including our school Weduc system.
- They will still appear in internal systems where required for safeguarding and learning.

## **Prohibited Use**

- AI image-editing or face-altering tools must not be used on photographs of children or staff.
- Deepfake creation is strictly prohibited.

## **Mobile Phones**

- Children must not use mobile phones during the school day.
- Any child who needs to bring a mobile phone into school must hand it to the office staff, where it will be locked away until the end of the school day.
- Staff must ensure mobile devices do not compromise data security or allow unauthorised access to AI tools.

## **Cyber Security**

- All users must follow school cyber-security guidance, including strong passwords and secure logins.
- AI tools must not be used to bypass filters or security systems.

## **Email & Electronic Communication**

- Children's emails used in lessons must be approved and monitored by staff.
- AI-generated messages must be checked by staff before being shared.

## **Cyberbullying & AI-Driven Harm**

We take any form of digital harm seriously. Children are encouraged to speak to a trusted adult straight away if something online makes them feel worried, unsafe or uncomfortable.

- AI tools must not be used to generate harmful messages, images or content.
- Children must report any AI-related bullying or impersonation immediately.
- Staff will respond with care, confidentiality and clear next steps.

## **Monitoring & Review**

- ICT and AI use may be monitored to ensure safety and compliance.
- This policy will be reviewed annually or when significant technological changes occur.

## Curriculum Drivers in ICT, Digital Media & AI

| <u>Vision</u>           | <u>Curriculum Driver</u>          | <u>Entitlement</u>                                                                                        |
|-------------------------|-----------------------------------|-----------------------------------------------------------------------------------------------------------|
| <b>Learn to Wonder</b>  | <b>Explore the Digital World</b>  | Curiosity, creativity, investigation, digital skills, programming and problem-solving                     |
| <b>Grow in Wisdom</b>   | <b>Thrive Safely Online</b>       | Online safety, critical thinking, digital wellbeing, privacy, cyber security and responsible AI           |
| <b>Shine Like Stars</b> | <b>Make a Positive Difference</b> | Digital citizenship, communication, creativity, collaboration, advocacy and responsible use of technology |

### Summary

This combined ICT, Digital Media & AI Policy reflects our commitment to protecting children, supporting families and using technology in a way that honours our Christian values. We want children to enjoy technology, explore it, and learn from it – always with safety, kindness and guidance at the heart of everything we do.