



Victory Heights Primary School City of Arabia

Generative Artificial Intelligence Policy

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Introduction

At Victory Heights Primary School City of Arabia, we are at the forefront of embracing the ever-evolving world of technology, recognizing its profound impact on the way our children learn, create, and connect. As a forward-thinking educational institution, we are committed to integrating the latest technological advancements into our curriculum, ensuring our children are well-prepared for the digital age. However, our commitment does not end at mere adoption. We deeply value the safety, well-being, and holistic development of our children. It is our utmost priority to provide a nurturing environment where children can harness the benefits of new technology safely, with the necessary support and guidance every step of the way.

This policy encapsulates our dedication to these principles, outlining clear guidelines and measures to ensure that while our children are propelled into a technologically advanced future, they remain protected, informed, and confident in their interactions with the digital realm.

Broadly speaking our goals are:

- *Empowerment Through Knowledge:* To equip our children with the knowledge and skills to use generative AI and other digital tools responsibly, ethically, and effectively.
- *Safety and Well-being:* To consistently update and refine our protective measures, ensuring our children's digital interactions remain safe, positive, and productive.
- *Collaborative Learning:* To foster a community where children, educators, and parents collaborate, share insights, and work together in navigating the challenges and opportunities of the digital age.

Scope

The Generative AI Use Policy at Victory Heights Primary School City of Arabia encompasses the following domains:

- *Application in Curriculum:* This policy covers the use of Generative AI tools and software integrated into the school's core and specialist subjects. Whether used in a science lesson or an Arabic language class, any Generative AI application that aids in teaching or task completion falls under this policy.
- *User Groups:* The policy is applicable to all members of the Victory Heights Primary School City of Arabia community, including children, teachers, administrative staff, and any third-party vendors or visitors who might engage with the school's AI resources.
- *Infrastructure and Hardware:* Any hardware devices, computers, tablets, and other equipment used to access or run Generative AI applications in the school premises are under the purview of this policy.

- *Online Platforms:* This includes any online platforms or software as a service (SaaS) tools used by the school which employ Generative AI. It encompasses cloud services, online educational platforms, and any other web-based tools.
- *Data Protection and Privacy:* The collection, storage, and processing of data by Generative AI tools, especially any student-related data, fall within the scope of this policy. This section ensures the privacy of all individuals and the secure handling of data in compliance with prevailing laws and regulations.
- *Training and Development:* The policy also covers the training and professional development of staff in the effective and ethical use of Generative AI. This includes workshops, seminars, and hands-on sessions.
- *Review and Updates:* Given the evolving nature of AI technology, this policy will be periodically reviewed and updated. All modifications, enhancements, or changes to the Generative AI tools and their applications will be governed by the stipulations of this policy.

The goal of this scope is to provide a comprehensive framework ensuring that Generative AI is used beneficially, ethically, and securely in our school environment.

Equal Opportunities Statement

The aims of the School and the principles of excellent pastoral care will be applied to all, irrespective of their race, sex, disability, religion or belief; equally these characteristics will be recognised and respected, and the School will aim to provide a positive culture of tolerance, equality and mutual respect.

What is Generative AI

Generative AI refers to a subset of artificial intelligence that is designed to create content. At its core, it's a system that can produce something new, be it text, images, music, or even complex data sets. This technology operates based on patterns and information it has previously been fed, learning from vast amounts of data to generate outputs that can mimic human-like creativity.

In the context of education, especially in a dynamic environment like Victory Heights Primary School City of Arabia, Generative AI can have a multitude of applications:

- *Personalized Learning Content:* Generative AI can tailor educational content based on a student's learning style, pace, and preferences. For instance, it can create customised reading passages or maths problems that cater specifically to an individual student's level of proficiency.
- *Interactive Storytelling:* For subjects like English or Arts, Generative AI can help children craft stories, providing suggestions or continuing narratives based on a given prompt, thereby aiding in creative writing exercises.
- *Art and Design:* Generative AI can assist children in creating art, suggesting design elements or even producing music sequences. It can be an invaluable tool in art classes, helping children visualise their ideas or offering inspiration.
- *Data Analysis for Science Projects:* In science classes, Generative AI can produce simulated data sets for children to analyse, offering a practical way to teach data interpretation without the need for physical experiments.
- *Language Learning:* Generative AI can simulate conversations in different languages, aiding children in language classes by providing real-time translations or helping them practise conversational skills.

By integrating Generative AI into our curriculum, we aim to offer our children a unique learning experience, one that is enhanced, interactive, and in tune with the technological advancements of the 21st century.

Responsibilities

Generative AI's integration into the curriculum requires a cohesive approach. Everyone in the school community holds a shared responsibility to ensure its ethical, safe, and productive use. The following delineates the roles and responsibilities of each stakeholder:

School's Obligation

Victory Heights Primary School City of Arabia commits to providing a secure environment for Generative AI use, ensuring all tools and platforms adhere to international data protection standards. The school will also ensure regular training for staff and communication with parents about AI developments.

Principal

The Principal is responsible for the overall supervision of Generative AI integration. This includes allocating resources, supporting the Headteacher, Head of Innovation and IT Manager, and ensuring that the school's vision aligns with the AI curriculum and activities.

Headteacher

As the Senior Leadership Team member with overall purview of technology integration and usage at Victory Heights Primary School City of Arabia, the Headteacher spearheads the incorporation of Generative AI and has been instrumental in the formulation of this policy to facilitate its implementation.

Head of Innovation

The Head of Innovation spearheads the curriculum design, ensuring that Generative AI activities align with educational goals. They are also responsible for training the teaching staff on new AI tools and methodologies.

IT Manager

Overseeing the school's hardware and network infrastructure, the IT Manager ensures the technological backbone supports Generative AI activities. This includes ensuring data security, system uptime, and managing software installations and updates.

Staff

All staff members, whether academic or administrative, must abide by the Generative AI guidelines set out in this policy. They should remain updated on the latest AI tools used in the school and attend regular training sessions. Their vigilance in monitoring students' use of AI and reporting any issues is crucial.

Parents

Parents play a key role by supporting their children in understanding the responsible use of Generative AI. They are encouraged to attend workshops, engage with provided

resources, and communicate any concerns with the school. Their consent and feedback remain integral to the school's AI journey.

Children

Students are the primary users and beneficiaries of Generative AI in the classroom. They are expected to follow the guidelines, respect the safety protocols, and engage with these tools productively. Their feedback is invaluable in refining the AI curriculum further.

In conclusion, the synergy between different stakeholders ensures that Generative AI's integration remains smooth, safe, and beneficial for all. Everyone's role, from the Principal to the students, is integral in creating a responsible AI-driven learning environment.

Usage Guidelines

At Victory Heights Primary School City of Arabia, while we recognize the transformative potential of Generative AI in education, it's paramount that its utilisation is grounded in responsible and ethical practices. The following usage guidelines have been established to guide the school community:

Purposeful Use

Generative AI tools should be used with a specific educational objective in mind. Random or recreational use without a clear educational purpose is discouraged.

Supervised Access for children

All Generative AI-based activities involving primary children should be supervised by a qualified adult, whether it's a teacher, teaching assistant, or designated staff member.

Data Privacy

When using applications that require personal data, ensure that the data shared is minimal and necessary. Children and staff should avoid sharing personal, sensitive, or confidential information unless it's essential for the task.

Avoid Over-reliance

While Generative AI can be a powerful tool for learning, it shouldn't replace traditional learning methods. It should be used to complement, not substitute, the existing curriculum.

Ethical Considerations

Always use Generative AI tools ethically. This means avoiding uses that might promote dishonesty (like generating work that isn't the child's own work) or that could harm others.

Awareness of Bias

Users should be made aware that AI, including Generative AI, can sometimes produce results that might be biased. Always cross-reference with other reputable sources or discuss with knowledgeable individuals when unsure.

Safety First

Ensure that children are protected from inappropriate content. Generative AI tools can sometimes produce unpredictable outputs, so always have safety filters and monitoring in place.

Respect Intellectual Property

While Generative AI can produce original content, it's crucial to understand and respect intellectual property rights. Always give credit where it's due and teach children about the importance of acknowledging sources.

Continuous Learning

The world of AI is continually evolving. Encourage children and staff to stay updated with the latest advancements and best practices in Generative AI. This will not only ensure responsible use but will also inspire innovative applications in the educational setting.

Feedback Loop

Encourage children and staff to provide feedback on their experiences with Generative AI tools. This will help the school in refining its approach and selecting the best tools for its needs.

By adhering to these guidelines, Victory Heights Primary School City of Arabia aims to foster an environment where Generative AI can be used as a positive force for learning, creativity, and innovation, while ensuring the safety and wellbeing of its children.

Handling Sensitive Personal Data

Generative AI tools, while innovative and beneficial, often require the input of data to function optimally. When it comes to the education sector, this data can sometimes be of a sensitive nature, particularly when relating to students. At Victory Heights Primary School City of Arabia, we uphold the highest standards of data protection and privacy. The following guidelines outline our approach to managing sensitive personal data in the context of Generative AI platforms:

Awareness

All teachers and staff should be made fully aware of the nature of sensitive personal data. Regular training sessions and workshops will be conducted to ensure that everyone understands what constitutes sensitive data and the precautions needed when handling it.

Platform Selection

Before using any Generative AI platform, teachers must conduct thorough research to ensure that the chosen platform's terms of use align with our data protection principles. Platforms that store data in its original format without anonymization are not suitable for school use.

Data Anonymization

Always opt for platforms that anonymize data upon upload. Anonymization ensures that even if data is accessed or leaked, it cannot be traced back to an individual, safeguarding the personal identities of our students and staff.

Avoidance of Unnecessary Data Upload

Only upload data that is essential for the task at hand. If a Generative AI tool can perform its function without certain pieces of information, omit those details.

Review of Terms of Service

Before engaging with any platform, teachers must meticulously review the terms of service to ensure that the platform doesn't store uploaded data in its original form. Any platform that retains data without anonymization or without explicit time-bound deletion policies should be avoided.

Continuous Monitoring

The IT department, in collaboration with the school management, will continuously monitor and review the platforms in use. Regular audits will be conducted to ensure compliance with our data handling guidelines.

Immediate Action on Breach

In the unlikely event of a data breach or any suspicious activity, the platform in question will be discontinued immediately, and a thorough investigation will be initiated.

Open Communication

Encourage teachers and staff to communicate any concerns or queries related to data handling. An open-door policy ensures that potential issues are addressed promptly.

External Consultation

The school will periodically consult with external data protection experts to ensure that our practices remain updated and aligned with the best standards in the industry.

By following these guidelines, Victory Heights Primary School City of Arabia is committed to ensuring the safe and responsible use of Generative AI tools, with the utmost priority given to the protection of sensitive personal data of its community members.

Safety and Security

The rapidly evolving landscape of Generative AI brings with it not only immense opportunities but also a new set of challenges related to safety and security. At Victory Heights Primary School City of Arabia, our primary concern is the safety of our children. As such, the following measures are in place:

- *Secure Platforms:* Only trusted and verified Generative AI platforms will be utilised. Before introducing any new tool, a comprehensive safety and security assessment will be conducted by the IT team.
- *Access Control:* Generative AI tools will be made accessible only to authorised personnel. Children will use these platforms under the direct supervision of teachers or designated staff members.
- *Safe Browsing:* Necessary web filters will be installed to prevent access to unverified or potentially harmful Generative AI platforms.
- *Regular Updates:* All AI tools and related software will be regularly updated to ensure that they are protected against known security vulnerabilities.
- *ESafety:* Children will be educated about the basics of online safety, emphasising the uniqueness and capabilities of Generative AI. This will empower them to make informed and safe choices.

Parental Engagement

Engaging parents in our digital journey is pivotal to creating a holistic learning environment. While the school integrates Generative AI into its curriculum, we are committed to working closely with parents and guardians to ensure they are informed and comfortable with this integration.

Implied Consent

Parental consent for using Generative AI tools in the classroom is implied. However, parents have the right to opt-out for their child at any point. Information on how to do so will be provided in all communication materials.

Parent Workshops

Victory Heights Primary School City of Arabia will conduct regular workshops to educate parents about Generative AI, its educational benefits, and potential risks. This will allow parents to have informed discussions with their children about AI.

Transparent Communication

Regular updates about the use of Generative AI in the classroom, any changes in tools or platforms, and any related incidents will be communicated to parents. Parents will be provided with a list of resources (articles, videos, websites) to further their understanding of Generative AI and its implications in the educational sector.

By fostering an environment of transparency, engagement, and continuous learning, Victory Heights Primary School City of Arabia aims to make Generative AI a collaborative venture between the school, students, and parents.

Training and Professional Development

Mandatory Continuous Professional Development

All staff members will undergo mandatory CPD on the ethical and effective use of Generative AI in the educational environment. This training will encompass understanding the technology, its potential, and its limitations.

Continuous Learning

As Generative AI and its applications evolve, the school will offer period CPD to keep the staff updated. These sessions will highlight new advancements, potential risks, and best practices.

External Experts

Occasionally, external experts in the field of AI will be invited to provide insights and share best practices, ensuring that the school remains at the forefront of educational AI applications.

Online Resources

The school will provide access to online resources, webinars, and courses, allowing staff to delve deeper into specific areas of interest related to Generative AI.

Misuse

Children

Children's engagement with Generative AI, while largely positive and educational, may sometimes veer towards misuse, whether intentionally or inadvertently. Such misuse could range from generating inappropriate content to cheating in assessments.

At Victory Heights Primary School City of Arabia, any misuse of Generative AI by students will be treated with utmost seriousness. Sanctions for such behaviours will align with the school's existing behaviour policy. The severity of the consequences will be determined based on the nature and impact of the incident, ensuring that responses are both fair and corrective.

Staff

Staff members are entrusted with the responsibility of safeguarding students' data and ensuring their privacy. Utilising Generative AI tools without first ensuring their safety and security is a grave oversight. Sharing or exposing student data without proper precautions compromises the trust placed in our professionals and can have severe repercussions, both

for the children involved and for the school's reputation. It is imperative that before any staff member employs a tool or shares data, they must thoroughly vet the platform for security, obtain necessary permissions, and ensure adherence to the school's data protection policies. Neglecting these steps will be treated as a significant breach of conduct, and consequences will be determined in line with the school's professional conduct guidelines.