

AI and Digital Technologies Policy

Keeping children safe and supported in a digital world

1. Why we have this policy

At Ainslie Wood, we know that technology is changing quickly, and it's already part of our children's world. This policy explains how we approach the use of artificial intelligence (AI), mobile devices, and other digital technologies to keep our pupils safe, support great teaching, and prepare children for the future.

2. Who this policy is for

This policy is for:

- Pupils
- Parents and carers
- Staff and visitors

It covers any use of AI, mobile phones, smartwatches, tracking devices (like AirTags), and any other digital tools that affect how we learn, communicate, or safeguard children at school.

3. Our approach to technology in school

We believe:

- **Technology should support learning, not distract from it**
- **Children's privacy, safety and wellbeing come first**
- **Staff and pupils need to understand the digital world—not fear it**
- **Families and schools should work together to make good choices**

We're here to help our children use technology thoughtfully, responsibly, and safely.

4. How the school uses AI and digital tools

We may sometimes use technology or digital tools that include AI, such as:

- Teaching tools to help with lesson planning or feedback
- Admin systems that help with communication or saving time
- Tools that help us look at data (like attendance or learning trends) to spot patterns

We **never use AI to make decisions about individual children** without staff involvement, and we always check tools carefully before using them.

5. How pupils use technology

- Children do not use AI (like ChatGPT or image generators) on their own in school. If we ever introduce tools like these, it will be part of a carefully planned learning activity, always guided by a teacher.
- Pupils learn about AI and digital safety as part of the computing curriculum, so they understand how these tools work and how to think critically about them.

6. How staff use AI and digital tools

- Staff may use AI to help with planning or admin tasks, but not to process or share sensitive pupil information.
- We train staff to use digital tools thoughtfully and safely, and to check for accuracy and fairness.

7. Mobile phones and smartwatches

To keep children safe and focused on learning:

- **Smartwatches** with messaging, recording or tracking features are **not allowed** in school. These can be distracting and may cause privacy issues.
- **Mobile phones** are only allowed for **Year 6 pupils who walk home alone**. In those cases:
 - Phones must be switched off before entering school
 - Handed in to the class teacher at the start of the day
 - Locked away in the office and returned at home time
 - Phones must not be used on school grounds at any time.

8. Tracking and monitoring devices in school and on school trips

Tracking and monitoring devices, including AirTags, Smart Watches and similar technology, are not permitted in school or on school trips due to safeguarding, privacy and data protection considerations. For this reason:

- Children should not bring or wear tracking or monitoring devices (including AirTags, Smart Watches or similar) in school or on school trips, whether worn on the body, attached to clothing, bags, shoes, or kept in pockets.
- Tracking, contacting or monitoring technology is not permitted during the school day or on any school-organised visit or activity.

The school is fully responsible for children's safety and supervision during the school day and on all trips and visits, and we follow clear safeguarding procedures to ensure children are accounted for at all times.

9. Privacy and data protection

We take great care with pupil information and follow data protection laws (UK GDPR).

- We check all digital tools for safety and privacy before using them.
- If a tool uses AI and handles pupil data, we carry out a full data protection review.

10. Related policies

This policy should be read alongside:

- Our Safeguarding and Child Protection Policy
- Online Safety Policy
- Data Protection Policy
- Educational Visits Policy
- Relationships and Choice Policy
- Acceptable Use Policy