



**SEVENOAKS**  
PREPARATORY SCHOOL

## AI Usage Policy - Nursery to Year 8

Status and Review Cycle	Statutory / Annual
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# 1. Introduction

## 1.1. Purpose

This policy is established to delineate the responsible and ethical use of Artificial Intelligence (AI) tools and technologies at Sevenoaks Preparatory School. It seeks to provide a framework for the positive integration of AI into the learning experience for students and the administrative processes for staff in Nursery to Year 8.

## 1.2. Scope

This policy encompasses all AI applications utilized within the school premises, including but not limited to educational software, robotics, and AI-driven learning platforms.

# 2. Positive Impacts of AI Usage for Students

## 2.1. Enhanced Learning Experience

AI tools will be employed to personalize learning experiences, tailoring content to individual student needs, and adapting to diverse learning styles. This personalization aims to create a more engaging and effective learning environment.

## 2.2. Skill Development

Students will be exposed to AI technologies to foster critical thinking, problem-solving, and digital literacy skills. Activities involving AI will be designed to prepare students for the evolving demands of the future workforce.

## 2.3. Innovation and Creativity

AI will be integrated into various subjects to stimulate creativity and innovation. Students will engage in projects that leverage AI technologies, encouraging them to explore new ideas and approaches.

# 3. Negative Impacts of AI Usage for Students

## 3.1. Dependence and Reduced Autonomy

To mitigate overreliance, educators will ensure that AI tools complement, rather than replace, traditional teaching methods. Students will be encouraged to use AI as a tool for learning, fostering independence and critical thinking.

## 3.2. Privacy Concerns

The school is committed to the responsible use of AI tools, emphasizing the importance of safeguarding student data and privacy. Strict guidelines and security measures will be implemented to protect sensitive information.

## 3.3. Online Safety

Recognizing the potential risks associated with online interactions, especially when using AI-driven platforms, the school will implement comprehensive online safety measures. This includes educating students about responsible online behaviour and providing resources to address cybersecurity concerns.

## 4. Positive Impacts of AI Usage for Staff

### 4.1. Administrative Efficiency

Staff members will benefit from the streamlined administrative tasks enabled by AI, allowing them to dedicate more time to teaching and student engagement. Training programs will be provided to ensure staff proficiency in AI applications.

### 4.2. Personalized Teaching Support

AI will assist educators in tailoring teaching strategies to meet individual student needs. This personalized support aims to enhance the overall quality of education and address the diverse learning requirements of students.

## 5. Negative Impacts of AI Usage for Staff

### 5.1. Professional Development

The school acknowledges the importance of continuous professional development for staff in utilizing AI tools effectively. Regular training sessions and resources will be provided to ensure staff members stay informed and confident in their use of AI.

### 5.2. Job Displacement Concerns

Clear communication channels will be established to address any concerns regarding job displacement. The school is committed to creating an environment where AI complements the roles of staff, freeing them to focus on tasks that require human intuition and creativity.

## 6. Sources of AI and Best Practices

### 6.1. Educational Software

AI-powered educational software will be strategically selected to enhance personalized learning experiences. Educators will receive training to integrate these tools effectively into their teaching methodologies.

### 6.2. Robotics and Coding Platforms

AI-driven robotics and coding platforms will be introduced to develop critical thinking and problem-solving skills. Extracurricular activities and projects will allow students to engage with these platforms in a hands-on and collaborative manner.

### 6.3. AI-Enhanced Tutoring Systems

AI-driven tutoring systems will be explored to provide additional support to students in various subjects. These systems will be integrated into the curriculum to complement traditional teaching methods.

## 7. Regular Review and Adaptation

### 7.1. Policy Review

This policy will undergo an annual review to incorporate advancements in AI technology, address emerging issues, and ensure alignment with evolving best practices in AI education.

### 7.2. Stakeholder Involvement

Input from students, parents, and staff will be actively sought during the review process to ensure a comprehensive understanding of the impact of AI usage and to address any concerns or suggestions.

## 8. Proactive Support for Student Use of AI

### 8.1. Encouraging Student Initiative

The school is enthusiastic about supporting students who express interest in exploring and utilizing AI technologies for educational purposes. Specialized resources and mentorship opportunities will be provided to encourage student initiative.

### 8.2. Indicating AI Usage

Students are encouraged to transparently communicate when AI has been used in their projects or assignments. They should specify which AI tools or technologies were employed, fostering a culture of openness and collaboration.

## 9. Online Safety and Alleviating Concerns

### 9.1. Cybersecurity Education

The school will implement comprehensive cybersecurity education programs to equip students with the knowledge and skills to navigate online spaces safely, addressing potential risks associated with AI-driven platforms.

### 9.2. Parental Involvement

Parents will be actively involved in discussions about online safety and the use of AI in the curriculum. Workshops and informational sessions will be conducted to ensure parents are informed and can support their children in navigating online environments responsibly.

### 9.3. Monitoring and Reporting

The school will employ monitoring systems to ensure safe AI usage and promptly address any inappropriate online activities. Reporting mechanisms will be established for students, staff, and parents to communicate concerns or incidents related to online safety.

## 10. Conclusion

The integration of AI into Sevenoaks Preparatory School aims to elevate the learning experience for students and enhance administrative efficiency for staff. Through this policy, the school is committed to responsible and transparent use of AI, preparing students for a technologically advanced future while ensuring staff members are equipped with the necessary skills. Regular reviews and stakeholder involvement will guarantee the ongoing relevance and effectiveness of this policy. The school's proactive stance on supporting student engagement with AI, coupled with robust online safety measures, aligns with its commitment to fostering innovation and preparing students for the challenges of the digital age.