

AI USE AT SCHOOL QUICK START GUIDE



A PRACTICAL GUIDE FOR ALL STAFF
AUTUMN 2025

GETTING STARTED...

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THE BASICS (NON-NEGOTIABLES)

- **People decide, not AI.** Use AI to draft and think, but you make the final call.
- **Protect data.** Don't paste names or personal/sensitive details (pupils, families, staff). Keep prompts general unless you have written approval and it's covered by a DPIA.
- **Be transparent.** If AI helped draft something, add a simple note (e.g., "Drafted with support from askKira and reviewed by ...").
- **Make it helpful and fair.** Aim for reduced workload and inclusive materials for all learners.

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OUR SIMPLE ROLL-OUT PLAN

Weeks 1–2: Get Ready

- Attend the AI briefing and optional 30-min clinic.
- Log in to askKira; read the Acceptable User Policy “what not to paste” list; try one low-risk task (e.g., letter draft).

Weeks 3–6: Try It with Support.

- Use askKira for one or two routine tasks (planning outline, model text, quick quiz).
- Share a time-saved story or a good prompt with your team; report any issues.

Weeks 6–8 — Review & Improve.

- Complete a short pulse survey; offer 1 example where AI helped (or didn't).
- Adjust how you prompt; try one SEND/EAL adaptation with your phase/subject lead.

Weeks 9–12: Embed Good Habits.

- Pick two routine tasks; let AI draft them, then you review, edit, and approve.
- Add your best prompts to the shared library; buddy a colleague who's less confident.

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ROLES & RESPONSIBILITIES

- **You (All Staff):** Use approved tools; keep data safe; treat outputs as drafts; share wins and concerns.
- **AI/CPD Lead or Champion:** Demos, quick tips, prompt library, drop-in clinic.
- **DPO/DSL/IT:** Data protection, safeguarding, access and logging; speak to them if something feels risky.
- **Line Manager:** Helps you pick sensible use cases and removes blockers.

If in doubt: Staff → AI Lead/Champion → (as needed) DPO/DSL/IT → SLT.

WHAT MUST BE READY BEFORE YOU USE AI

- You've **signed the Acceptable Use Policy**, seen the "do not paste" examples, and know how to report concerns.
- You can **log in with school credentials**; you know where logs and help live.
- You've **tried one low-risk task and reviewed it** carefully before sharing.

WHAT SUCCESS LOOKS LIKE

- **Workload:** You saved minutes on a task you do often (planning, letters, short resources).
- **Quality:** First drafts are closer to what you need; fewer heavy edits.
- **Safety:** No incidents; any near-misses reported quickly.
- **Equity:** Colleagues feel more confident; resources are accessible (fonts, readability, visuals, alternatives).

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DECISION GATES & TIME NEEDED

- Start using AI once you've had the briefing and signed the Acceptable Use Policy (AUP).
- Scale up your use once you're confident with safe prompts and can produce reliable drafts.
- Time ask: around 30–45 mins this term (briefing + a clinic + a couple of trial tasks).

SUPPLIER & LEGAL BASICS/SAFEGUARDING & EXAMS/COMMS

- **Only use school approved tools** (askKira is configured for school use). Avoid public accounts for school work.
- Safeguarding: **Never paste behaviour/safeguarding details**; send concerns to the DSL immediately.
- JCQ/Assessments: Follow your school's rules; if AI is allowed, students must declare it.
- Comms: **Use the transparency line on staff-facing docs**: "Drafted with support from askKira and reviewed by ..."

FAIR ACCESS/DATA BASICS/MONITORING

- **Fair Access**: Pair up; share prompts; use accessible formats; alternatives exist if needed.
- **Data Basics**: Keep prompts general; store outputs only in approved locations; avoid personal devices.
- **Monitoring**: Usage is logged (metadata-only by default) to keep everyone safe; raise issues early.

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UNAPPROVED APPS & CONTINUITY

- Unapproved apps: Don't use them for school work; use the ask-first route to suggest tools.
- If a tool is down: Keep teaching with saved materials and templates; note any impact if asked.

YOUR 30/60/90-DAY VIEW

- **Day 0–30:** Learn safe prompting; try 1–2 tasks; add one good prompt to the library.
- **Day 31–60:** Improve prompts; try a SEND/EAL adaptation; share a time-saved story.
- **Day 61–90:** Make two tasks "AI-assisted by default"; buddy a colleague; keep it safe and fair.

THINK WITH ASKKIRA

- **Treat Kira like a co-planner:** ask, refine, and decide. Outputs are drafts, not final truth.
- Use it to lighten the load, spark ideas, and make differentiated resources faster - **you remain in charge.**

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FINAL REMINDERS

- Start small; play and practise.
- Talk to each other. Share prompts and shortcuts.
- Use your judgement. Always read and edit before sharing.
- Keep it safe. Follow the AUP and report concerns immediately.

Useful links: [Log in to askKira](#) • [askKira Staffroom](#) • [Kira Tutorials](#) (replace with your school links)

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APPENDIX: STAFF MICRO-PACK

*This pack gives you quick, ready-to-print tools to use AI safely and well across school. Inside you'll find a **DO NOT PASTE** desk card (**what never to put into AI**), Instructions to create a **School Prompt Library**, a **Mini SEND/EAL checklist** (to make resources accessible by default), an **AI Wins template** (to show impact in meetings), and an **Ask-First route** (how to request unapproved apps safely).*

Print, pin in staff areas, and share the links; the AI Lead/Champions keep them updated and are your first point of contact for questions.

Staff Micro-Pack

1 WHAT NOT TO PUT INTO AI: Information you must not enter into AI.

2 PROMPT LIBRARY: Create a prompt library of successful, tried and tested, prompts and share best practice within your school.

3 MINI SEND/EAL CHECKLIST: Use this quick checklist whenever you create AI-assisted resources so they're accessible and inclusive for SEND and EAL learners by default.

4 ASK FIRST: Thinking of using a new AI app? Use the ask-first route so we can check GDPR/KCSIE and keep everyone safe.

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APPENDIX: STAFF MICRO-PACK

A1 WHAT NOT TO PUT INTO AI

PROMPTS AND CONTENT YOU MUST NOT ENTER

Rule of thumb: Don't paste anything that identifies a person or is confidential, unless your DPO has approved it in a DPIA and it's listed on the AI Register.

Never paste (without DPO approval)

- **Names or identifiers** for pupils, parents/carers or staff, e.g. email, phone, address, date of birth, UPN, exam numbers.
- **EHCP/SEND details** and any related reports or documents.
- **Safeguarding, behaviour or pastoral information** (anything you would tell the DSL).
- **Medical/health/mental health information**; counselling notes.
- **HR/staff information** (performance, absence, disciplinarys).
- **Financial or contract information**.
- **Images, video or audio of pupils or staff**; screenshots of confidential systems.
- **Exam/assessment materials** where JCQ rules apply.
- **Anything marked confidential/personal** or from an unapproved app/system.

If in doubt: STOP and ASK

Not sure if it's OK? Don't paste it.

Ask the DPO first: [DPO name/email/extension]

Report issues immediately

If you accidentally pasted restricted data, see odd or harmful output, suspect a deepfake, or think data has been exposed:

1. **Tell the DPO at once (and the DSL if it relates to safeguarding).**
2. **Log the incident in the usual way.**

Safer ways to prompt

- **Keep it general:** describe the task, not the person.
- **Anonymise:** use roles ("Year 6 pupil") instead of names.
- **Aggregate or fictionalise details** where possible.
- **Store outputs only in approved locations** (e.g. school SharePoint/Drive), not on personal devices.

Check latest versions: KCSIE (from 1 Sept 2025) and JCQ AI guidance (Apr 2025).

NB: Some data law provisions are being updated under the Data (Use and Access) Act 2025 - monitor GOV.UK for commencement dates.

These rules align with UK GDPR (DPA 2018), KCSIE, and JCQ assessment policies.

Owner: DPO · **Last reviewed:** [Date] · **Docs:** AI Policy · DPIA(s) · AI Tools Register · Staff AUP

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A2 PROMPT LIBRARY

Speak to your AI Lead to set up the school Prompt Library (they'll provide the link/QR).

The whole school team adds their best, human-checked prompts that have saved time and lifted quality; everyone can browse tried-and-tested prompts and share best practice. For further details, speak to the designated AI Lead.

Contribute in 60 seconds

1. **Paste your best prompt** + a one-line result (e.g., "Saved ~8 mins per letter").
2. **Tag a role/subject** (Admin, Y5 English, SEND, EAL, Office, SLT...).
3. **Add quick dos/don'ts** (e.g., "Don't add names").
4. **Add your name/phase** so colleagues can follow up.

Use it

- Copy a prompt, tweak for your context, and human-check the output.
- Share improvements back into the library so it keeps getting better.

Safety & compliance

- **Keep prompts generic** - no names or personal/sensitive details (EHCP/SEND, safeguarding, medical, HR).
- **Store outputs only in approved locations** and follow the AUP / GDPR / KCSIE rules.

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A3 MINI SEND/EAL CHECKLIST

Use this quick checklist whenever you create AI-assisted resources so they're accessible and inclusive for SEND and EAL learners by default.

- **Clear layout:** Sans-serif font (\approx 12–14pt), left-aligned, 1.2–1.5 spacing, clear headings; avoid clutter/ALL CAPS/long blocks.
- **High contrast & colour-safe:** Print-friendly; never rely on colour alone.
- **Visual support:** Labelled images/diagrams/timelines; add alt text; pair visuals with key words.
- **Chunking & sequence:** One step per line; numbered stages; include a worked example and success criteria.
- **Language & vocabulary:** Plain English; short sentences; explain new words; provide word banks/sentence starters.
- **Pre-teach vocab (EAL/SEND):** Mini glossary (pictures where helpful); allow first-language note-making; include bilingual keywords where appropriate.
- **Versions & choice:** Core/secure/greater depth (or bronze/silver/gold); offer audio/read-aloud and alternative response modes (write/speak/drag-and-drop).
- **Accessibility & tech:** Screen-reader-friendly structure (real headings/table headers), OCR-friendly PDFs, readable links/QRs.
- **Processing & time:** State an estimated time; allow extra processing time/brain breaks where needed.
- **Culture & fairness:** Use inclusive names/contexts; check for bias/hallucinations in AI outputs.
- **Graduated approach note:** Capture what worked (1 line) to support Assess–Plan–Do–Review and share with the SENCO/lead.
- **Assessment integrity:** If the task contributes to assessed work, follow centre policy/JCQ rules (disallow or require explicit declaration as applicable). [JCQ Joint Council for Qualifications](#)
- **Quick self-check:** Can most pupils attempt Q1 without help? If not, simplify or add a scaffold.
- **Data safety reminder:** No names or personal/sensitive details (SEND plans, safeguarding, medical/HR) in prompts or shared resources.

TASK prompt reminder:

- **T** - Type & Target (e.g., Y4 worksheet)
- **A** - Aims & Areas (e.g., inference)
- **S** - Specifics & Support (time limit, visuals, scaffolds)
- **K** - Keep it Clear & Kind (polite, plain English)

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A4 ASK FIRST

Thinking of using a new AI app? Use the ask-first route so we can check GDPR/KCSIE and keep everyone safe.

1. Don't use it for school work yet.
2. Submit the New Tool Request: (why you want it, tasks it helps, cost if any).
3. We'll check data protection, security, and age-appropriateness and reply with approved/approved with limits/not approved.
4. Alternatives: If not approved, we'll suggest a safe option (often askKira) or a controlled pilot.

Reminder: Avoid signing up with school email to unapproved services; do not paste any personal/sensitive data into unapproved tools.