

Artificial Intelligence (AI) Acceptable Use Policy



Grass Roots Nursery Group: Artificial Intelligence (AI) Acceptable Use Policy

Purpose

At Grass Roots, we use AI to streamline administration and spark creative educational ideas. This policy ensures that while we use these tools to be more efficient, we never compromise on Safeguarding, GDPR, or the unique "human" care we provide to our children.

Dual-System Usage Guidelines

Famly (Internal/Private AI)

- **Purpose:** Drafting observations, tracking milestones, and parent communication.
- **Protocol:** Because Famly is a secure, password-protected environment, staff may use it to refine observations of specific children.
- **Verification:** Practitioners must check that AI-suggested "Next Steps" or "EYFS links" are accurate for that specific child before publishing.

Google Gemini (Creative/Admin AI)

- **Purpose:** Lesson planning, newsletter drafting, policy updates, and activity brainstorming.
- **The "No-Name" Rule:** Staff must never input a child's name, date of birth, address, or specific medical/safeguarding information into Gemini.
- **Usage Example:**
 - *Allowed:* "Gemini, give me 5 sensory play ideas for 2-year-olds using autumn leaves found in Sowerby Bridge."
 - *Prohibited:* "Gemini, write a report for [Child Name] who is hitting other children."

The "Grass Roots" Quality Standard

To ensure AI doesn't make our nursery feel "robotic," staff must follow the Review-Refine-Reflect process:

1. **Review:** Never "Copy and Paste." Read what the AI has written.
2. **Refine:** Edit the text to include specific details (e.g., mention the specific toy the child liked or the exact phrase they used).
3. **Reflect:** Ask, "*Does this sound like me, and does it sound like this child?*"

Prohibited Actions

- **No "Deepfakes":** AI must never be used to alter images of children or create synthetic voices.
- **No Outsourcing Judgement:** AI can suggest an activity, but a human must perform the Risk Assessment.

- **Public Settings:** Only the official Nursery Gemini account may be used. Staff must not use personal AI accounts for nursery work.

Security & Oversight

- **Data Breach:** If a staff member accidentally enters sensitive data into Gemini, they must inform the Nursery Manager immediately so a risk assessment can be conducted.
- **Transparency:** We are open with parents about our use of AI. We use it to support our staff's administrative workload so they can spend more face-to-face time with the children.