Richard Hale School: Parent Guide to Generative AI

At Richard Hale School, we recognise the growing presence of generative AI technologies and the powerful role they can play in supporting education. Teaching staff at Richard Hale School are committed to ensuring that our learners receive guidance on the ethical and safe use of these tools to enhance learning experiences.

As a parent or carer, your support in reinforcing these messages at home is essential. Below is an overview of what you need to know and how you can help.

What is Generative AI?

Generative AI refers to computer programs capable of creating content such as text, images, or code. Examples include ChatGPT, Grammarly, Gemini and other similar tools.

School's Stance on AI Usage

- **Educational Enhancement**: AI tools are to be used to support and enrich the learning process, not to replace original student work.
- **Ethical Use**: All AI usage must align with the school's values and policies, ensuring academic integrity.
- **Data Protection**: Any data input into AI tools must comply with GDPR and the school's data protection policies.

Guidelines for Students

- ### Appropriate Use of AI:
  - Students may use AI tools for activities like researching topics, checking their writing, brainstorming, outlining ideas, or seeking explanations.
  - AI can assist in understanding complex topics or generating practice questions.

- ### Inappropriate Use of AI:
  - **Plagiarism** – If a student submits AI-generated content and passes it off as their own work, it is considered plagiarism and will be dealt with under the school's Behaviour Policy.
  - **Formal Assessment (e.g. GCSE, A Level, BTEC):** Students who misuse AI submitting work that is not their own will have committed malpractice, (in accordance with JCQ regulations), and may attract severe sanctions.
  - **Data Protection** – Students must maintain confidentiality in their interactions with AI tools and must not disclose any confidential or personal information about

themselves or any other people to the AI model since the information may be in the public domain and accessible to others.

- o **Welfare** – Students should not use AI tools for advice on emotionally or socially complex problems or other sensitive issues.
- o **Impersonating individuals or organisations** – AI tools should not be used to impersonate individuals or organisations in a misleading or malicious manner, or to generate content that is unlawful, harmful or offensive.

Assessment Expectations and Academic Integrity

- **Independent Work**:
  - o Students are expected to submit work that is their own**.** This includes both the words and ideas expressed.
- **Referencing AI Use:**
  - o If students use AI as part of a task (e.g. to help generate ideas or structure), they must always clearly credit/acknowledge the use of known AI technology in their work when they have actively engaged with it. Work should state the particular AI model as well as the prompts used.
- **Critical Thinking:**
  - o Students should be encouraged to evaluate any AI generated responses carefully, check for accuracy and use them as a starting point, not the final answer.

School's Responsibilities

- **Staff Training**: Teachers and support staff continue to receive guidance on the ethical use of AI in educational settings.
- **Policy Enforcement**: The school enforces its AI policy to maintain academic standards and protect student data.

How Can You Help?

- **Talk to your child about using AI responsibly** and encourage them to speak with their teachers if they are unsure what is allowed.
- **Remind them that shortcuts can backfire** – real learning comes from engaging with their work and thinking for themselves
- **Help them understand that AI is a support tool**, not a substitute for their own efforts.

Richard Hale School is dedicated to integrating generative AI technologies in a manner that supports student learning while upholding ethical standards to data privacy. Parents play a crucial role in guiding and monitoring their child's use of these tools to ensure they are used appropriately. Working together, we can ensure your child develops the skills they need to succeed in a world where AI will play an increasing role.

For more detailed information, please refer to the full [Generative AI Policy available on the school's website](#).