



AI Policy

Document Control

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Policy Aims

Fable House recognises the potential for Artificial Intelligence (AI) technologies to enhance our teaching and learning outcomes for our students, when used responsibly. This policy provides guidance for the safe and ethical use of AI within our services.

We aim to:

- promote the responsible use of AI across Fable House staff and its students
- uphold the principles of fairness, transparency, accountability and non-discrimination in the use of AI
- safeguard students from risks associated with AI and generative AI, including harmful or inappropriate content, harmful interactions with AI systems, misinformation and disinformation, manipulation, exploitation, and the creation or sharing of harmful AI-generated material.
- safeguard our staff and students right to privacy and data security
- ensure appropriate oversight of the use of AI systems and its outcomes
- provide a framework for the use of AI across our curriculum.

“What is AI-generated content?”:

AI-generated content refers to any form of digital content, such as text, images, videos, or audio, that is created by artificial intelligence systems without direct human intervention. These AI systems use advanced algorithms and machine learning techniques to generate content that mimics human creativity and decision-making processes.

While AI-generated content has the potential to improve efficiency and creativity in various fields, it can also raise ethical concerns related to plagiarism, copyright infringement, bias, and misinformation, which we need to carefully address when using and sharing AI-generated materials.

AI content is generated by a program, using sophisticated algorithms that pull from a variety of content available on the internet. Depending on the program, the content produced could be plagiarised from another source without attribution. If a writer uses this plagiarised content in their own work, they are also unknowingly plagiarising.

Of course, the potential for accidental plagiarism isn't the only concern about AI-generated content. But it's important that we make our students aware that this is one potential issue with using AI programs.

This policy will help our students understand what's acceptable and what isn't. After all, we don't tell students they can never use someone else's writing in their own work. Instead, we explain that they must always recognise and properly attribute any citations they use. This helps students understand that they can't pass someone else's writing or ideas off as their own, but they can use them to support their own thinking.

Responsible and Ethical use of AI

Fable House aims to utilise AI responsibly to enhance our learning and inform decisions. We securely collect and analyse performance, attendance, assessment and engagement data to enable an evidence-based curriculum, resource and a personalised learning approach. We may also apply analytics to trace data from digital platforms to gain insights into patterns, strengths and needs. Critically though, there will always be human oversight on AI decisions.

We will also ensure there is age-appropriate usage of AI. For example;

- Students may suggest ways that AI could help their learning. Tutors will then work and review with students to ensure AI usage is appropriate.
- Across all age groups the level of access and guidance to use AI is tailored based on the student's maturity and needs. Where required, parental permission will be sought.

AI and Safeguarding

Fable House recognises that the use of AI and generative AI can present safeguarding and online safety risks for children and young people. These may include exposure to harmful or inappropriate content, misinformation or disinformation, harmful or manipulative interactions with AI systems, exploitation, and the creation or sharing of harmful AI-generated or digitally manipulated content.

Students will be supported to understand these risks and to use AI safely and appropriately. Education and supervision will be tailored to each student's age, developmental stage, SEND, communication needs, individual vulnerabilities and level of understanding. Students will be encouraged to critically evaluate AI-generated information and understand that AI systems, including conversational AI and chatbots, are not people or trusted adults and should not replace appropriate support, advice or relationships with adults.

The use of AI to create, alter or share sexualised or intimate images of any person, including AI-generated nudes or semi-nudes, deepfakes or so-called "deep nudes", is prohibited. Any such incident, or any other use of AI which raises concerns about a child's welfare, abuse, exploitation, grooming or exposure to harmful content, will be treated as a safeguarding concern and reported immediately to the Designated Safeguarding Lead (DSL) or a Deputy DSL. Staff will follow Fable House's Child Safeguarding Policy and relevant statutory guidance when responding to such concerns.

Fable House will take account of the risks associated with generative AI within its filtering and monitoring arrangements and when considering or approving AI tools for use with students. Staff must only use AI systems with students that have been appropriately approved by Fable House, taking account of safeguarding, age appropriateness, privacy and data protection, security, accessibility and the intended educational purpose.

Approved AI systems:

- Those embedded into subscription services that are used by Fable House such as Cpoms, Lexia, MyMaths, Twinkl and The Key

- AI overviews embedded in browsers such as Gemini in Chrome
- ChatGPT

Tutor Responsibilities

Our tutors play a pivotal role in ensuring the responsible and effective integration of AI in the classroom. Tutors will;

- ensure students are taught safe, ethical ways of using AI responsibly, ensuring student wellbeing is monitored
- review and evaluate approved AI tools for their relevance to the curriculum and intended learning outcomes
- ensure AI tools meet Fable House values and offer the intended learning outcomes
- customise lesson plans that include AI, to meet a specific students' needs and learning objectives
- maintain engagement and oversight of a students work and assessments that are enhanced by AI
- evaluate the AI used to ensure it supports a diverse learners' needs and background.

Our tutors will oversee and guide our student's interaction with AI, examples of use are;

- **Research:** AI can assist our students in identifying appropriate sources and background information to supplement their understanding of a subject. With our tutors, ensuring students evaluate the material to ensure that the information is accurate.
- **Writing and Feedback:** AI can assist in grading; in these cases, our tutors will review and validate any AI generated grades and scores.
- **Creativity Aids:** while we encourage creative expression at Fable House, we need to ensure that we guide our students through the proper use of citation for AI assisted music, art or prose.
- **Image/Text Generation:** It is crucial that our tutors educate students about copyright issues related to AI produced writing or content.
- **Simulations:** AI simulations will be validated by tutors for their accuracy and education relevance before use.
- **Ethics Lessons:** Our tutors will ensure that AI usage is covered in their lessons, to ensure our students understand the ethics of using AI.

Student Responsibilities

There are many ways our students can use AI as an effective research tool to support their learning/studies. However, Fable House need to ensure they are doing this in a responsible and ethical manner.

DO:

- Use AI programs as smart search engines that present information in ways that are easy to read and understand
- Ask AI programs for clarification or explanations when you need help
- Respect the rights, privacy and intellectual property of others
- Generate ideas, topics, and writing prompts using AI programs
- Fact check information to ensure it is correct
- Be transparent; attribute AI text and images properly when you use them in your own work.

DON'T:

- Use AI programs to avoid doing your own work
- Use AI to search for prohibited subjects and don't search using inappropriate language
- Share your or others personal data with AI and it made invade your/their privacy
- Copy text or images from AI programs without proper attribution
- Use AI text or images without fact-checking and exploring potential plagiarism issues
- Use AI when your tutor expressly forbids it.

Reporting and Consequences

If a student or tutor is aware that AI has been misused in regards to plagiarism or copyright infringement, it must be reported immediately to a Fable House Director. The Director will review each misuse and action may be taken, dependent on the review outcome.

If AI use gives rise to a concern about a child's welfare, harmful content, sexual imagery, exploitation, grooming, abuse or another safeguarding issue, staff should follow the Fable House safeguarding procedures and report to the Designated Safeguarding Lead (DSL) or a Deputy DSL.

Privacy and Data Governance

Fable House is committed to protecting our students and our staff's privacy. We recognise the sensitivity of personal data used in AI systems and our duty to ensure its security and proper handling.

Fable House takes appropriate measures to guarantee the technical robustness and safe functioning of all of our technologies, and we ensure the same level of consideration is given to any associated AI we use. It is important that we are being transparent with students, parents and staff about the AI systems we use, how decisions are made and how educational data is handled to build their understanding.

Staff must not enter personal, special category, confidential or safeguarding information into an AI system unless the system has been specifically approved by Fable House for that purpose and its data protection implications have been appropriately assessed.

To find out more about our data handling, please read our Data Protection Policy and Privacy Notices.

Policy Links:

- [Data Protection Policy](#)

- Safeguarding Policy
- Behaviour Policy