FIPC Policy on the Use of Generative Artificial Intelligence. Please refer to your own school policy with regards to the use of Generative AI for the classroom.

This policy provides a clear framework for the purposeful and safe use of Generative AI within our Initial Teacher Training (ITT) programme. Our goal is to empower you to use these tools to reduce administrative burdens while maintaining the high standards of professional integrity required in education.

1. Purpose and Professional Responsibility

Generative AI (such as Notebook LM or Google Gemini, or AI in Canva, Copilot) can be a powerful assistant for creating educational resources, lesson planning, and mind mapping. However, as a trainee teacher, you must use your **professional judgement**.

- **You are responsible:** The quality and accuracy of any work submitted to Google Classroom remain your responsibility, regardless of the tools used.
- **Critically evaluate:** AI can make things up, exhibit bias, or provide out-of-date information. Always verify AI-generated content against trusted, curriculum-specific sources.

2. Using AI during your ITT course (The RAG System)

To help you understand when AI is appropriate, we use a **Red-Amber-Green (RAG)** system for all assignments posted on Google Classroom:

- 🔴 **Red (AI Prohibited):** Use of AI is strictly forbidden except for basic spelling and grammar checks. These include personal reflections and answers to centre-led enquiry questions.
- 🟡 **Amber (AI Assisted):** You may use AI to help with mind mapping, structuring your writing, or generating lesson ideas. This includes lesson planning, summarising lengthy research documents, and comparing pedagogical approaches.
- 🟢 **Green (AI Required):** The task specifically requires you to use AI (e.g., evaluating an AI-generated lesson plan). This includes recording lesson feedback and PLCs, transcribing to AI for a summary of the conversation and summarising action steps.

3. Writing Reflections

Reflective practice is at the heart of your development. While AI can help you structure your thoughts, it **cannot replace your personal experience**. Do not use AI to structure your reflections.

- **Your Independent Voice:** Reflections must be written in your own voice, focusing on your specific classroom experiences and personal growth.
- **Avoid Cognitive Off-Loading:** Excessive reliance on AI for reflections will undermine your learning process and prevent you from developing deep insights into your teaching. It prevents the formation of long-term memory threads, and you will be unable to make connections in your cognitive schema. This will make it difficult for you to teach high-quality lessons.

4. Data Privacy and Safety (Google Classroom)

Protecting the privacy of your students and colleagues is a legal requirement under data protection legislation.

- **Do Not Share Personal Data:** Never enter the names of students, colleagues, or your placement school into a generative AI tool.
- **Confidentiality:** Do not upload confidential school data or student work into any AI tool without explicit permission.
- **Account Security:** Ensure you use your official Google Classroom account and do not sync AI tools to your university or school accounts without authorisation.
- **Understanding Data Exposure and Human Review:** Be aware that many commercial AI platforms (such as ChatGPT) use human reviewers to analyze user prompts for training and quality control. Consequently, any information entered into these tools does not remain private within your personal or institutional domain and could potentially be viewed by third parties.

- **Carbon Footprint:** You should recognise the substantial carbon and water footprint of generative AI tools and aim to balance the educational benefits with a commitment to sustainable, environmentally conscious usage.

5. Academic Integrity and Misconduct

We value honesty and transparency. Using AI and submitting it as your own original work is considered **academic misconduct**.

- **References:** AI-generated references are often fake. Always ensure your citations refer to real, existing academic texts.

Summary Tip: Treat AI as an assistant - It needs a human expert (you) to check its work and provide the final ideas.