

A Guide for Parents and Carers: Supporting Responsible AI Use at Home



A guide for parents and carers

At Lostock Hall Academy, we acknowledge fully that there is a place for AI in the classroom and within specific areas of the curriculum. Whilst we recognise that AI is an important technology that students will encounter in education and future employment, AI must not be used to complete work at home, answer questions, write assignments or generate work that is then presented as a student's own.

Students may use AI responsibly as a source of information or to support wider understanding, but any use of AI must be clearly acknowledged and referenced. We expect all students to engage with home learning honestly and independently, understanding that over-reliance on AI can hinder genuine learning and compromise academic integrity. Any unattributed AI-generated work may be treated as plagiarism and will be addressed in line with the Academy's policies and procedures.

Home Learning Expectations

Staff will always encourage students to complete home learning independently so that they can develop the knowledge, resilience, critical thinking and metacognitive skills that underpin long-term academic success.

Students may not use AI tools (please note that this list of AI misuse is not exhaustive) to:

Write their home learning tasks, where AI-generated text is presented as their own work;

- ▶ Complete their home learning tasks, where AI is used to answer questions set and is then presented as their own work (for example, maths calculations or problem solving tasks);
- ▶ Produce creative writing, stories, speeches, poems or other compositions that are expected to reflect their own ideas and skills;
- ▶ Create presentations or assignments that they have not personally researched, planned or developed and then present them as their own work;
- ▶ Translate entire pieces of work and submit them as their own understanding.

Where AI tools have been used as a source of information, students should reference their use of AI. The reference must show the name of the AI source and the date the content was generated. Students will be educated on the referencing process and staff will be expected to follow a consistent approach across the academy, meaning students are not getting mixed messages on this expectation.

Any home learning tasks found to be completed wholly or substantially by AI and presented as a student's own work

may be treated as plagiarism. Students may be required to repeat the task, receive an academic sanction, and parents/carers may be informed. Repeated misuse will be dealt with in accordance with the Academy's Behaviour Policy. To support teachers in nurturing independence of thought and work ethic, we are asking parents/carers to be alert to their child's use of the following AI sites, amongst others:

- ▶ ChatGPT
- ▶ Google Gemini
- ▶ Claude
- ▶ Microsoft Co-Pilot

Supporting Responsible Use of AI in Home Learning

As AI becomes increasingly accessible, we ask parents and carers to support the Academy in promoting independent learning and academic integrity. Parents and carers can play an important role by discussing the responsible use of AI with your child and encouraging them to be honest and transparent about any permitted use of AI tools. Things to look out for that may suggest that AI has been used to complete home learning tasks:

Home learning tasks are completed unusually quickly compared to the amount of work set.

- ▶ Written work contains vocabulary or terminology that may not be appropriate to your child's age.
- ▶ The style of writing appears very different from the student's normal work.
- ▶ The student struggles to explain, discuss or answer questions about what they have written.
- ▶ Work contains factual inaccuracies, invented references or unusual examples that the student cannot justify.
- ▶ Answers are generic and lack personal insight, opinion or subject-specific classroom knowledge.
- ▶ Completed tasks include American spellings or language conventions when these are not normally used.
- ▶ The student copies and pastes large sections of text rather than drafting work themselves.
- ▶ Work is produced without any evidence of planning, rough notes, calculations or working out.
- ▶ Completed tasks do not reflect the strengths and areas for development (targets) normally seen in the student's classroom work.

The presence of one or more of these indicators does not automatically mean AI has been used inappropriately; however, they may provide an opportunity for discussion at home about how the work was completed and the importance of independent learning.