# *Policy for PodBubble AI Use In Education Settings*

*This policy outlines the guidelines for the safe, responsible, and effective use of PodBubble AI within educational settings, drawing upon the principles and recommendations detailed in the UK Government's policy paper "Generative artificial intelligence (AI) in education - GOV.UK". This policy aims to maximise the benefits of PodBubble AI while mitigating potential risks for students, staff, and the institution.*

*'PodBubble AI' refers to PodBubble Ltd.*

*'The Institution' refers to the educational setting in which AI products are being used.*

## *1. Principles for Using PodBubble AI:*

- *The **safety and well-being of students** will be the top priority in all decisions regarding the use of PodBubble AI.*
- *The use of PodBubble AI will be **carefully considered and assessed**, evaluating the benefits and risks within the specific educational context.*
- *The intended use of PodBubble AI must be **specified and have clear educational benefits that outweigh the risks**.*
- *PodBubble AI is intended to **support and enhance education**, not replace the valuable relationship between teachers, support staff, and pupils or the professional judgement of educators.*
- *All use of PodBubble AI must comply with relevant **statutory obligations**, including those related to data protection and keeping children safe in education.*

## *2. Permitted and Restricted Uses:*

- *PodBubble AI may be considered by The Institution for **teacher-facing applications** such as creating educational resources, lesson and curriculum planning, providing tailored feedback suggestions (for teacher review), and assisting with administrative tasks, where benefits are more immediate and risks potentially lower.*
- *Where PodBubble AI is considered by The Institution for **pupil-facing applications**, this will be subject to **great care and robust safeguards**. Clear educational goals and intended outcomes must be defined for any student use.*
- ***Unauthorised use** of PodBubble AI by staff or pupils of The Institution should be addressed through The Institution's appropriate risk assessments and mitigation plans.*
- *The Institution reserves the right to restrict or prohibit specific uses of PodBubble AI if risks are deemed unacceptable or if statutory obligations cannot be met.*

## *3. Safety and Safeguarding:*

- *Any use of PodBubble AI by The Institution's staff, students, and pupils under 18 will adhere to **age restrictions** set by the AI tool provider and relevant regulations.*

- *Online safety, including risks associated with AI, will be integrated into The Institution's **safeguarding policies and procedures**, in line with guidance such as "Keeping children safe in education".*
- *Appropriate **safety features, filtering, and monitoring** mechanisms should be implemented by The Institution when PodBubble AI is used by its students.*
- *The Institution will consider and potentially review **homework policies and other types of unsupervised study** to account for the availability of generative AI.*
- *The Institution may develop guidance on when it is acceptable or appropriate to use PodBubble AI tools for educators, students, and pupils.*
- *The Institution will consider how to **engage with parents** regarding the use of PodBubble AI tools.*
- *Staff will exercise **professional judgement** when using PodBubble AI, critically checking the appropriateness and accuracy of any content produced. The responsibility for the quality and content of final documents remains with the professional who produced it.*

*4. Data Privacy:*

- ***Personal data must be protected** in accordance with data protection legislation.*
- *It is recommended that **personal data is not used as input into PodBubble AI tools**.*
- *If it is strictly necessary to use personal data within PodBubble AI, the institution must ensure that **all steps are taken to protect the data** and that procedures comply with data protection legislation and the institution's data privacy policies.*
- *The institution will be **open and transparent** where considering the use of automated decision-making and profiling involving PodBubble AI.*
- *Where personal data is processed using PodBubble AI tools, the institution will ensure that **data subjects (pupils and parents or legal guardians) understand this** and seek appropriate agreement where necessary.*
- *The institution will refer to guidance on Data protection in schools and the Information Commissioner's Office (ICO) guidance on automated decision-making when implementing PodBubble AI.*

*5. Intellectual Property:*

- *The Institution recognises the importance of **intellectual property (IP) rights**.*
- *PodBubble AI will not allow or cause students' **original work to be used to train generative AI models** unless explicit permission has been obtained from the student (or their parent/guardian if the student is a minor) or an exception to copyright applies.*
- *The Institution will be aware of the risk of **secondary infringement** if PodBubble AI products are trained on unlicensed material and the outputs are then used in educational settings or published.*
- *Staff creating educational resources with PodBubble AI should be mindful of potential IP issues related to the AI's training data.*

*Note: PodBubble AI does not allow its data or the data of institutions using its products to be used for the training of Generative AI outside PodBubble AI's control i.e. all data entered into its products is not used by Google, OpenAI etc for training purposes.*

## 6. Formal Assessments:

- *The Institution will continue to take **reasonable steps to prevent malpractice** involving the use of generative AI in formal assessments.*
- *Relevant guidance from the **Joint Council for Qualifications (JCQ)** on AI use in assessments will be considered and implemented where applicable.*

## 7. Implementation and Review:

- *The implementation of PodBubble AI will involve appropriate infrastructure and support.*
- ***Training and guidance** will be provided to educators on the safe and effective use of PodBubble AI.*
- *The use of PodBubble AI will be **regularly monitored and evaluated** to assess its impact on teaching, learning, workload, and safety.*
- *This policy will be **reviewed and updated** periodically to reflect advancements in AI technology, emerging evidence, and evolving best practices.*

## 8. Responsibilities:

- *All staff members at The Institution and at Podbubble AI are responsible for adhering to this policy and promoting the safe and responsible use of PodBubble AI's products and services.*
- *Leaders are responsible for ensuring that appropriate safeguards and training are in place for the use of PodBubble AI's products and services.*

*This policy is a living document and will be adapted as our understanding of generative AI in education evolves. The overarching aim is to harness the potential benefits of PodBubble AI to enhance education while safeguarding our students and upholding our legal and ethical responsibilities.*