



# ARTIFICIAL INTELLIGENCE POLICY

# Artificial Intelligence

## POLICY

**Reviewed:** March 2025

**Next Review:** March 2026



# Artificial Intelligence Policy

## 1. Guiding principles

The College recognises that it is important to:

- Educate its students to become informed and proficient users of Artificial Intelligence (AI), so that they are able to use it critically and effectively in study and future employment.
- Allow its staff to benefit from the abilities of AI, especially where these help improve outcomes or manage workload.

Whilst AI is a powerful and valuable tool, there are also important issues to consider in relation to its use. These include:

- The ability of AI to 'hallucinate', and generate content which is wrong.
- The fact that AI may reflect the bias of its training material and the inequalities of the societies which produced this material.
- The environmental impact of AI, and the data centres which are essential to its operation.
- Concerns that AI may compromise academic integrity.
- Concerns that access to AI is unequal, and that the use of AI may therefore entrench rather than challenge inequalities in society.

The College will use the principles set out by the Joint Information Services Committee (JISC) and the Association of Colleges (AoC) to inform its use of AI:

- The College will place safe, ethical and responsible use of AI at the forefront of considerations.
- The College will support learners to develop the skills they need to make appropriate use of AI tools in their studies and thrive in an AI enabled workplace and wider world.
- The College will ensure staff have the skills to maximise the value of AI, to help reduce workload and support effective learning and teaching
- The College will aim to ensure all learners have access to AI tools that they need.
- The College will ensure academic integrity is maintained, whilst allowing learners to develop the skills they need.

This policy develops how those principles will be understood. It has been written with a recognition that developments in AI technology are fast moving and that the College will need to be agile in responding to these. Therefore, this document does not offer detailed guidance on specific platforms or usages, but instead sets out a framework which can be used for decision making in relation to AI.

Because of the dynamic nature of this technology, this policy will be reviewed annually. The College's Senior Management Team may also issue additional operational guidance to staff about the use of AI, as need arises.

## 2. Safe, ethical and responsible use of AI

To ensure that AI tools are used in a safe, ethical and responsible manner:

- Access to AI tools on the College network is managed using the College's filtering software, with decisions made by the College's DSL, in accordance with the requirements of Keeping Children Safe in Education. Decisions are made dynamically, in response to the rapid development of this technology.

- AI tools which have a minimum user age of 18 are blocked for students at the College.
- Any member of staff planning to use an AI tool should consult the guidance in the 'Safer use of AI tools' document (appendix one).
- Any use of AI systems to process personal data or undertake automated decision making will need to be considered by the College's SMT, and a Data Protection Impact Assessment completed by the DPO.
- The College's Acceptable Use Policies for students, staff and governors provide specific guidance about safe, and unacceptable, use of AI.

Any member of staff who is unsure whether a specific use of AI is safe, ethical and responsible should discuss this, in the first instance, with the Head of IT or the Deputy Principal (SSS).

Staff are encouraged to be aware of the environmental impact of AI tools, and to consider using less resource-intensive approaches (e.g. a simple internet search) when these are appropriate to the task being undertaken.

### **3. Developing learner skills**

All departments are encouraged to use AI tools with their students at appropriate moments and to offer teaching about their value, and limits, in a subject context.

The College recognises that one of its key tasks is to ensure that learners have the information literacy skills to use AI outputs critically. Appendix one, A checklist for safer use of AI, highlights a number of areas which teachers may wish to explore with students to help them develop these skills. In particular, it may be helpful to explore with students:

- How they can fact check AI outputs.
- The bias which may arise in AI outputs.

### **4. Developing staff skills**

The College will ensure that staff have appropriate AI skills through:

- Providing whole-College INSET on AI as appropriate.
- The work of the Digital Learning team, who will provide further training and individual support to staff.
- Supporting staff to attend training about AI offered by external providers, subject to the normal approval process by the Staff Development Officer.

### **5. Access to AI tools**

The College allows access to a range of AI tools on its network, subject to the filtering requirements in place.

The College seeks to ensure that all students can access AI technology by:

- Providing devices to bursary students.
- Providing the opportunity for all students to use College IT facilities during the extended opening hours of the LRC.

Departments encouraging students to use AI for a particular task should ensure that students are not required to use a paid-for service, and that any task set can be completed using tools available for free to students.

## **6. Maintaining academic integrity**

To ensure that academic integrity is maintained:

- The College will follow all guidance about AI published by the Joint Council for Qualifications (JCQ).
- Clear guidance for students and staff about appropriate and inappropriate use of AI in assessed work is provided in the Coursework Charter.
- All teaching staff are encouraged to consider how they design and deliver assessed work, to minimise the risk of AI use. A range of strategies which can be used to limit the risk of AI misuse is shared with Heads of Subject at the start of each academic year.

The College recognises that staff and students may wish to explore the use of AI tools in offering feedback on student work. The following principles apply in this area:

- Staff must only enter student work into AI tools which have appropriate data protection guarantees and do not use the student work as training data for the model.
- Staff using such tools should be aware of the limitations that may exist, especially when the tool needs to apply a complex mark scheme and a degree of judgement is needed.
- Any staff using an AI tool to assess work must also review all of the work in its entirety and determine the mark they feel it warrants, regardless of the outcomes of an AI tool. The member of staff remains responsible for the mark/grade awarded.
- Staff should, in their work to develop learner skills, make students aware of the current limitations of AI in providing feedback on work. It is important for students to be aware of this, as they may seek to use AI independently in this way.

## **7. Artificial Intelligence and recruitment practice**

The College's Recruitment Policy outlines the measures which will be used to assess the suitability of candidates for an advertised role. Information used will include that from the application form and interview, and appropriate tasks may also be set when recruiting for some roles.

The College recognises that some candidates may use AI tools when completing elements of the application form. The chair of any interview panel should ensure that the activities undertaken in-person with a candidate allow a proper assessment of the ability of the candidate to meet the person specification and, if necessary, to work without the aid of AI. For example:

- It may be appropriate to set a short written task, with restricted access to AI or other electronic tools, to assess a candidate's skills.
- Interview questions may need to probe elements of the application form, to test the candidate's knowledge and understanding in certain areas.

Related documents include:

- The Coursework Charter
- Acceptable Use Policies for students, staff and governors.
- Recruitment Policy

*When this policy was reviewed, consideration was given to equality and diversity in the context of the 2010 Equality Act and any necessary updates agreed.*

## **Appendix one: a checklist for safer use of AI tools**

**Test** before you use the tool with others.

**Be transparent** – acknowledge clearly when AI tools are being used.

- Be clear, as appropriate, when AI tools have been used to produce learning resources. AI use does not always need to be acknowledged, but there may be value in modelling to students the appropriate attribution of material to AI.
- If students are using an AI tool, make sure they understand what this tool may do with any data they enter.

**Consider bias.** AI tools reflect their training materials, which are products of an unequal world. Consider how that bias may be evident in the tool you are using (e.g. might the answers provided reflect just one, privileged perspective?). How can you mitigate against this problem?

**Be aware that AI can generate incorrect information.**

- Check any content generated by AI.
- If you are encouraging students or colleagues to use an AI tool, what guidance will you give them about checking output for false content? Do students (in particular) have the skills and knowledge to identify any inaccuracies?

**Be alert to data protection.** Do not enter personal data into any AI tool unless you are certain that the data will not be used to train the model.

**Remember copyright.** Do not enter material which is not your intellectual property into an AI tool.