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ARTIFICIAL INTELLIGENCE (AI) USAGE POLICY

1. PURPOSE

- 1.1. This Policy sets out the College's approach to the use of Artificial Intelligence (AI), including guidelines and rules for the use of AI tools. The College's aim is to maximise the benefits of AI while reducing risks and ethical concerns.

2. PRINCIPLES

- 2.1. The Policy applies to all staff, students and apprentices and any other individual using the College's IT infrastructure, equipment and systems.
- 2.2. The College is committed to the ethical and responsible use of generative AI and to preparing staff and students to be participants in an increasingly AI-enabled world.
- 2.3. The rapid development of generative artificial intelligence (AI) has the potential for a profound impact on the ways in which we teach, learn, assess, and access education. The College wishes to ensure that generative AI tools can be used for the benefit of students and staff, enhancing teaching practices and student learning experiences, ensuring students develop skills for the future within an ethical framework, and enabling staff to benefit from efficiencies to develop innovative methods of teaching.
- 2.4. The College will adopt the following principles around the use of AI:
- 2.4.1. AI has huge benefits and so students and staff should be supported to become AI-literate.
 - 2.4.2. Staff will be enabled to use AI tools effectively to help reduce workload while maintaining appropriate staffing levels.
 - 2.4.3. Staff should be equipped to support students to use generative AI tools effectively and appropriately in their learning experience.
 - 2.4.4. Teaching learning and assessment should be adapted to incorporate the ethical use of generative AI and support equal access.
 - 2.4.5. Academic rigour and integrity will be upheld.
 - 2.4.6. AI should be used where appropriate and not as an alternative to professional judgment or expertise.
 - 2.4.7. Information about how AI can be used appropriately and the implications of misuse will be communicated clearly and transparently to students and

staff.

- 2.4.8. Where AI has been used to make decisions about an individual, this will be done in line with the GDPR. Individuals will have the right to obtain an explanation of the decision and challenge it; have any automated decision making reviewed through human intervention; express their point of view.
- 2.4.9. The privacy of student and staff data will be safeguarded to ensure that any data collected or processed by AI systems is handled in compliance with relevant data protection regulations.
- 2.4.10. Children, young people and adults at risk will be protected from accessing or creating harmful or inappropriate content online, including through generative AI and will be educated about the risks of AI.
- 2.4.11. It will work collaboratively to share best practice as the technology and its application in education evolves.

2.5. This Policy should be read in conjunction with the policies identified below, all policies can be found on the [College website](#) under corporate information or the College Intranet.

- Assessment Policy - Student
- Assessment Policy - Staff
- Acceptable Use of IT Policy
- E-Communications Policy
- Safeguarding and Prevent Policy
- Data Protection Policy.

3. OTHER CONSIDERATIONS, RISKS AND LIMITATIONS

3.1. Generative AI tools are capable of processing vast amounts of information to generate responses but they have significant limitations. It is important that all students and staff understand the opportunities, limitations and ethical issues associated with the use of these tools and can apply what they have learned as the capabilities of generative AI develop.

3.2. These include:

3.2.1. Privacy and data considerations: whether a generative AI tool is designed to learn directly from its users' inputs or not, there are risks to privacy and intellectual property associated with the information that students and staff may enter. Using AI tools to process sensitive or personal information may increase the risk of data breaches or privacy violations.

3.2.2. Potential for bias: generative AI tools produce answers based on information generated by humans which may contain societal biases and stereotypes which, in-turn, may be replicated in the generative AI tool's response.

3.2.3. Inaccuracy and misinterpretation of information: data and information contained within generative AI tools is gathered from a wide range of sources, including those which may be poorly referenced or incorrect. Unclear commands or information may also be misinterpreted by generative AI tools and produce incorrect, irrelevant or out-of-date information. This means that accountability for the accuracy of information generated by these tools when transferred to another context lies with the user.

- 3.2.4. Ethics codes: users of generative AI tools should be aware that while ethics codes exist, they may not be embedded within all generative AI tools and that their incorporation, or otherwise, may not be something that users can easily verify.
- 3.2.5. Plagiarism: generative AI tools re-present information developed by others and so there is the risk of plagiarised content and/or copyright infringement being submitted by a user as their own, and artwork used by image generators may have been included without the creator's consent or licence.
- 3.2.6. Equity and inclusion: AI technologies have the potential to perpetuate or exacerbate existing biases. The costs and limitations associated with some tools also mean that access and therefore the benefits may not be available to everyone.
- 3.2.7. Accurate content: AI is being increasingly used to create content and images that appear legitimate but could be used in a negative way. AI is also being used to simulate contact and conversations. This is a safeguarding risk and has the potential to cause harm.
- 3.2.8. Use by under 18s: an important factor, which could impact equity and fairness for learners, is the age restriction that the creators of generative AI tools have placed on their products, for example:
- Google Bard - users must be over 18 years old
 - ChatGPT - users must be over 13 years old, but if they are under 18, written consent from a parent or carer must be provided to Open AI (the creators of ChatGPT).

4. AI APPLICATIONS

4.1. Definitions:

- **Generative AI** refers to deep-learning models that can generate high-quality text, images, and other content based on the data they were trained on.
- **Assistive AI** is designed to help users complete task by providing necessary information and suggestions to help users make informed decisions.

4.2. A list of recommended generative and assistive AI applications, and applications which should be avoided, can be found on the [ICTS Hub](#). This list is amended regularly and applications may be removed at any time. It is your responsibility to check in advance of using any AI in the workplace that your chosen application is suitable for use.

4.3. Please contact the IT department with any concerns or comments you may have regarding the use of any of the listed AI applications.

5. USE WHICH IS PERMITTED

5.1. You may use AI for the following tasks provided that any information gathered or content generated is only generated, reviewed and used in accordance with the rules as set out in this Policy.

- Drafting and editing documents including lesson plans, student assessments, policies and guidance.
- Producing presentations, slides and charts, podcasts, videos
- Tailoring educational content to individual learning styles and pace, providing a personalised learning experience for each student.
- Brainstorming ideas
- Research assistance
- Analysing non personal data to extract data insights.
- Automating or streamlining repetitive administrative tasks.

5.2. If you use AI at work to create any form of content then it remains your responsibility to fact-check that content to make sure that it is accurate. You can do this by cross-checking with trusted sources and seeking input from colleagues.

5.3. Use of AI should always be in accordance with other College policies.

6. USE WHICH IS NOT PERMITTED

6.1. AI may not be used for the following purposes:

6.2. Students

- To create or modify content produced as part of an assessment, exam, or other submitted work as part of a student's course. See below and the Assessment Policy.
- To create or view images, or interact with AI in a way that is considered to breach the College's Acceptable Use of IT Policy.

6.3. Staff

- Creating student reports.
- Providing feedback on summative work.
- Providing information, advice and guidance.

7. GUIDELINES - DOS AND DON'TS

7.1. When using AI, you should follow these guidelines:

7.2. Do:

7.2.1. Make sure you check any facts for accuracy. AI creates content by using large amounts of data available to it. However, it does not fact-check and can contain factual errors and discrimination/bias.

7.2.2. Make sure that you fully understand any content which has been created using AI tools. You need to be in a position to take full ownership and responsibility of the content before it is used. Be aware of potential copyright or intellectual property issues.

7.2.3. Make sure that any communications drafted using AI applications are carefully tone-checked to make sure that they are pitched appropriately and reflect the correct tone and degree of formality.

- 7.2.4. Make sure that any reports or documents for internal or external circulation should follow the College's brand and style guidelines.
- 7.2.5. Maintain a balance between AI-assisted work and human input to preserve the personal touch in communications and decision-making.
- 7.2.6. Keep appropriate records whenever you create content using AI. This should include the date when the content was generated and the prompt used to generate it. This is particularly relevant for students who may be asked to provide evidence of AI use.
- 7.2.7. Safeguard the privacy of student and staff data. Ensure that any data collected or processed by AI systems is handled in compliance with relevant data protection regulations.

7.3. **Don't:**

- 7.3.1. Input sensitive, confidential, or proprietary information, or personal information of employees, clients, or associates into any AI. It should be used for general, anonymised purposes only.
- 7.3.2. Upload any College data relating to students or staff to any AI system. If data is required for example to demonstrate AI capability to students, dummy data should be used.
- 7.3.3. Use AI to make automated decisions about individuals without conducting a data protection impact assessment. Contact dpo@leicestercollege.ac.uk for further information.
- 7.3.4. For students: use AI to generate content which you then present as your own work for the purposes of assessment – see also section 8 Misuse of AI.

8. **MISUSE OF AI**

- 8.1. The College will use Turnitin¹ and the expertise of staff to monitor any potential misuse of AI in student assessments.
- 8.2. Any breach of this Policy may be considered as a disciplinary matter. For students, misuse of AI may result in their assessment being rejected which may impact on the achievement of their programme.
- 8.3. The College's Assessment Policy includes a section on the use and misuse of AI in assessment submissions. The guidance on AI has been created to support students and staff understand what AI is and the rules applied by the Joint Council for Qualifications (JCQ) and the Awarding Organisations for the use of AI tools in the generation of assessment submissions.
- 8.4. The use of AI in student work must be identified, these include generative AI and assistive AI tools such as:

¹ Turnitin is a web-based plagiarism detecting tool used by most colleges and universities.

- ChatGPT
- Jenni AI
- Jasper AI
- Writesonic
- Bloomai
- Google Bard
- Grammarly.

8.5. Examples of student AI misuse include:

- Copying or paraphrasing sections of AI generated content so that the work is no longer their own.
- Copying or paraphrasing whole responses of AI-generated content.
- Using AI to complete parts of the assessment so that the work does not reflect a their own work.
- Failing to acknowledge use of AI tools when they have been used as a source of information or to support the creation of their work.
- Incomplete or poor acknowledgement of AI tools.
- Submitting work with intentionally incomplete or misleading references or bibliographies.

8.6. Work submitted for assessments must be students' own. This means both ensuring that the final product is in their own words and is not copied or paraphrased from another source such as an AI tool, and that the content reflects their own independent work.

8.7. Students/apprentices are expected to demonstrate their own knowledge, skills and understanding as required for the qualification in question and set out in the qualification specification.

8.8. Any use of AI which means they have not independently demonstrated their own attainment is likely to be considered malpractice.

8.9. Students will need to sign a supplementary authenticity statement to confirm whether AI tools were used in the generation of the submission. Where students use AI, they should keep a record of what was used and be prepared to provide evidence of this if asked.

(JCQ, [jqc.org.uk/exams-office/malpractice/artificial-intelligence/](https://www.jcq.org.uk/exams-office/malpractice/artificial-intelligence/), 2023)

8.10. Specifically, students will be asked to agree to the following statement when they submit work:

By submitting this work, you confirm that it is your own and has not been plagiarised, including through copying or using generative AI and presenting it as your own. You give permission for staff to use additional systems to verify the authenticity of your work

8.11. Students will also be prompted to list any assistive AI systems or tools they have used to complete their work and to explain the reasons for their use.

9. IMPLEMENTATION, OVERSIGHT AND MONITORING

- 9.1. The College reserves the right to monitor use of AI applications on its systems and to monitor other activity for potential misuse of AI by students or staff.
- 9.2. Any questions or issues arising from the use of AI should be referred to a member of the Digital Strategy Group/AI Task and Finish Group². These will advise the Executive Leadership Team (ELT) on the use of AI applications, ensuring alignment with technical developments and ethical guidelines and principles.
- 9.3. Any complaints or challenges about the College's use of AI or anything pertaining to this Policy should be addressed through the Complaints Policy and Procedure.
- 9.4. Training for staff will be provided to ensure a comprehensive understanding of AI technologies and their ethical implications.
- 9.5. Audits of the use of AI systems will be conducted to assess their impact, identify potential issues, and ensure compliance with ethical standards.

10. COMMUNICATION AND REVIEW

- 10.1. This Policy will be reviewed at least annually by the AI Task and Finish Group, Digital Strategy Group and ELT and revised to ensure it reflects technological advancements, emerging ethical considerations, and changes in the educational landscape. It will be published on the website and on the staff intranet.

² Internal College groups tasked with monitoring and advising on the implementation of the College's Digital Strategy and use of AI.