



# POLICIES & PROCEDURES

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## Artificial Intelligence Policy

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<b>Policy Owner:</b>	Director of Curriculum
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## **1. College Statement**

- 1.1 South West College is committed to supporting Staff and Students develop their skills and understanding of AI, ensuring ethical and environmental concerns are managed. AI is a resource which the College will utilise optimally. All AI users are expected to comply with General Data Protection Regulations (GDPR) and maintain overall Data security. The College is obliged to follow sectoral guidance and all current government regulations in place.
  
- 1.2 The Joint Information Systems Committee (JISC) have provided principles and guidance for AI use in Further Education Colleges, on which this policy is based. Due to the evolving nature of this area, guidance and security mitigations around AI may change quickly and the College must adapt appropriately, when necessary.

## **2. Introduction to Artificial Intelligence (AI)**

- 2.1 The role Artificial Intelligence plays in Society, Work environments and Education has expanded significantly, enabling processes and learning to be developed in a way which seemed futuristic and even impossible at a time. It is essential when adopting any new technology, that appropriate measures are implemented to ensure secure, ethical and responsible use, and in addition, aligning with the College vision of “Inspiring Learning, Empowering People”.
  
- 2.2 Generative AI (GenAI) is an Artificial Intelligence technology that automatically generates content as a response to written prompts, it does not generate new ideas or solutions to challenges that occur in reality. It is important that users understand that information generated through GenAI may have inaccuracies and that an overall understanding of the subject area is necessary to identify inaccurate information.

### 3. Types of AI

- 3.1 AI technologies can be further categorised; Text generative AI and Image generative AI, with both categories using different methods of learning.
- 3.2 Text generative AI is trained on vast amounts of text data which enable it to improve its performance from data, e.g. ChatGPT generative pre trained transformer (GPT), has been pre trained on larger amounts of data, and language models that capture language nuances.
- 3.3 Image generative AI, such as facial recognition, also uses data to automatically improve its performance, but does this in a manner similar to how the brain functions with synaptic connections.
- 3.4 Many versions of GenAI models continue to be developed and become embedded into many search engines and Information Technology (IT) products we use.

### 4. Principles of AI Use

- 4.1 There are several principles that the College must maintain:
  - (i) Prioritise the safe, ethical and responsible use of AI.
  - (ii) Provide necessary training and develop skills for Staff and Students, allowing appropriate use of AI in various environments.
  - (iii) Provide access to appropriate AI tools.
  - (iv) Maintain academic integrity.
  - (v) Working collaboratively with other Colleges and maintain best practice

#### 4.2 Safety and Security

The online safety of all Staff and Students is paramount. The College will provide training for Staff and Students, which will allow them to understand the benefits and risks of AI and how to use it appropriately. Training will inform users how to protect personal data and necessary actions, should an incident occur. It will also provide insight how data can train the model and advise of any necessary consent requirements which must be sought. Any AI systems that will be used by the

College will be tested and piloted, prior to any training taking place.

#### 4.3 Transparency

4.3.1 If the College has used AI for a particular task, it will provide information outlining the rationale for this i.e. how it has been used and for which purpose it has been used.

4.3.2 AI may be used to support College activities such as creating learning resources, curriculum delivery, assessment/monitoring and data analysis.

4.3.3 Students will be informed and must understand that AI information used in their work, must be acknowledged appropriately and that AI detection methods are in operation also.

4.3.4 The College must also protect any Intellectual Property rights of work product belonging to Staff, Students and associated Businesses.

#### 4.4 Equality AI

4.4.1 All software is assessed and tested prior to procurement, including AI resources, to ensure they provide the optimal user experience whilst allowing appropriate security measures to be implemented. Acquired/purchased AI resources are a limited resource which are restricted by budgets and therefore can only be allocated based on requirements. However, free AI resources are available, and the College will work to ensure accessibility for everyone to use.

4.4.2 AI is a tool to support learning, not replace it and users must understand also that information generated can be biased and inaccurate. Personal knowledge is necessary to interpret the data provided.

4.4.3 The College is affiliated with many Awarding bodies and we must comply with their specifications for assessment. Their criteria for AI use varies and is different for academic levels also.

#### 4.5 Accountability and governance

4.5.1 AI models used by the College will be monitored for performance and accuracy

4.5.2 An AI Committee will monitor use within the College.

4.5.3 As AI systems performance may change over time, for example when the underlying AI models change or encounter new types of data. Usage and performance to be reviewed each academic year to ensure AI systems remain fit for purpose.

#### 4.6 Contestability

4.6.1 AI may be used to assist some departments/areas within the College, with aspects of the assessment process. The College will provide information for Staff and Students, advising them on the process of how to contest an assessment outcome or other decision which has been associated with an AI application. The college will ensure learners and staff are clear on how to contest the output of any AI system if they feel they have been unfairly disadvantaged, which may require students to be questioned on their submission via another assessment method further to their submission. These activities will be discussed during new academic year induction.

## 5. Skills Development

### 5.1 AI Literacy

5.1.1 As AI is evolving rapidly and becoming integrated into many services we use and activities we participate in, it is essential that Staff and Students develop their understanding of how to use AI tools and evaluate which are best suited to their needs.

5.1.2 It is crucial that whilst adopting new technologies into the educational and workplace setting, all AI users understand the importance of Data Privacy and Cyber Security and are clear on the measures in place should an incident occur.

### 5.2 Acceptable Use of AI

5.2.1 Students should work to develop a strong knowledge and understanding of their chosen area of study. Assessment is the tool which enables both Academic Staff and Students the ability to become aware of gaps in knowledge or where additional work is needed. Use of AI in assessment must be fair and consistent, therefore

several key points must be observed:

- **Integrity:** Student must submit their own independent work.
- **Acknowledgement of AI:** If AI has been used to assist the completion of an assessment, it must be cited appropriately and how it was used.
- **Misuse of AI:** All users should understand the risks associated with AI use and necessary precautions that should be taken to protect Data.
- **Plagiarism:** The College currently uses software designed to detect unoriginal work submissions. Plagiarised and AI plagiarised submissions may result in further action being taken both internally and externally.

## 6. Efficiencies

6.1 AI training and skills development will be ongoing for everyone. A major advantage of AI is the ability to make some efficiencies with time management. When AI resources are utilised appropriately, they can support many of the College's Academic and Support staff needs and give insight into alternative approaches with tasks such as:

- Email formation
- Lesson plans
- Creating assessment materials
- Optimal experimental designs and engineering creations
- Alternative explanations
- Tailored/Individual teaching plans

6.2 The AI Hub will be a maintained resource from which Staff can access and locate further guidance from.

## 7. Management of AI


7.1 The Further and Higher Education Colleges in the Sector will continue to work together to maintain a collaborative approach for consistent and beneficial use of AI for all Staff and Students. Additional AI guidance materials are accessible via the

College website.

- 7.2 All Students will be provided guidance regarding the appropriate and acceptable use of AI to support their assignments and assessments and AI detection tools that will be utilised.
- 7.3 There are some limitations within AI detection tools, meaning they cannot conclusively prove when AI has been used. They can on occasion indicate that AI has been used when it has not. Therefore, Student assignments and assessments previously submitted will be reviewed when significant differences occur with their general standard of work.
- 7.4 A guidance document will be circulated to learners during induction week.

## 8. Monitoring and Review

- 8.1 Compliance with this policy will be monitored at regular intervals. This policy will be reviewed on an annual basis.

Signed Principal and Chief Executive:   
Date: 20.11.24

Signed Chair of the Governing Body:   
Date: 20/11/2024



## Related Documentation

Title	Location	Owner

## Change Log

Location	Change from deletion/addition	Change to
V1.0	New Policy	

## Communication

<b>Who needs to know (for action)</b>	All Staff
<b>Who needs to be aware</b>	All Staff

## Communication Plan

Action	By Whom	By When
Upload to Gateway	Nicola Nugent	On approval
Communication to key staff	All Staff	By end November 2024

## Document Development

Details of staff who were involved in the development of this policy:

Name	Role
Padraig McNamee	Director of Curriculum
Sinead McGee	Head of Engineering Information Technology and Creative Arts
Joanne McGovern	Engineering Hub Manager
Tracy Sharkey	Lecturer

Details of staff, external groups or external organisations who were consulted in the development of this policy:

Name	Organisation	Date
<a href="#">Principles for the Use of AI in FE Colleges</a>	JISC	September 2024
<a href="#">JCQ AI Use in Assessments guidance.</a>	Joint Council for Qualifications	September 2024

## Approval Dates

Approved by	Date
Governing Body	20 November 2024

## Document History

Issue no. under review	Date of review:	Persons involved in review	Changes made after review. Yes/No If yes refer to change log	New Issue No.	If changes made was consultation required?	If changes made was Equality Screening required?
V1.0						