AI Policy

Approved

September 2024

Approved by

Senior Leadership Team

Policy Title	**AI Policy**
Document Owner	**Executive Leadership Team**

Directorates and Departments affected by this Procedure	**ALL**
Procedure Effective From	**September 2024**
Next Review Date	**September 2027**

New College Durham is committed to safeguarding and promoting the welfare of children and young people, as well as vulnerable adults, and expects all staff and volunteers to share this commitment.

We review our policies regularly to update them and to ensure that they are accessible and fair to all. All policies are subject to equality impact assessments which are carried out to determine whether the policy has, or is likely to have, a different impact on those with protected characteristics. We are always keen to hear from anyone who wants to contribute to these impact assessments and we welcome suggestions for improving the accessibility of fairness of this and all College policies.

If you require this document in an alternative format and/or language, or to make suggestions or to see further information please contact: records@newdur.ac.uk

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1. Scope

This policy applies to staff and students at the College and will provide an umbrella for a set of guidelines to achieve the fair and responsible use of AI (Artificial Intelligence), ensuring alignment with legal obligations and fostering a culture of transparency, accountability, and inclusivity.

AI may be generative or automated in the context of this policy. Generative AI may be used to collate or create information, and automated AI may be used to profile a person or make a decision based on information collated by the program.

2. Responsibilities

The Executive Leadership Team and Academic Board is responsible for implementing and enforcing AI policies, providing necessary resources and training, and fostering a culture of ethical AI use.

The Senior Information Risk Owner (SIRO) will have a role in evaluating and making risk decisions.

Members of staff are responsible for following the principles in this policy, ensuring the ethical and responsible use of AI in their work.

System and Data Owners will be responsible for maintaining risk assessments in relation to systems containing AI functionality.

Students are expected to comply with AI guidelines, participate in AI literacy training and use AI tools responsibly in their studies in line with the principles in this policy.

3. Relationship with existing policies and regulations

This policy should be read in the context of the following College policies and related procedures:

- Data Protection Policy
- Academic Integrity Policy
- Assessment Policy
- Teaching & Learning Policy
- Copyright and Intellectual Property Policy

4. Principles

AI software or services must be used in alignment with the following, which are based on UK principles published by the UK Government[1], the Information Commissioner[2] and JISC[3].

a. Safety, security and robustness

The College will prioritise the safety of students and staff, ensuring systems are evaluated robustly and they are age appropriate.

b. Transparency and explainability

The College will maintain openness and transparency about AI usage and what constitutes 'acceptable use' for staff and students. This may be in the creation of learning resources, support learning delivery or within the assessment and monitoring process.

Students and staff will be informed how their personal data is being processed using AI tools.

Where AI is used it should be explained to users so they can understand how the AI system makes its decisions.

c. Fairness

The College will seek to mitigate bias and ensure accessibility in AI systems. It will procure and deploy AI tools that promote fairness for all learners and staff.

AI systems will be used proportionately and with due regard to good practice for ethics, privacy and the protection of intellectual property rights. This includes the undertaking to not use student work to train AI.

d. Accountability and governance

The College will establish clear governance structures for AI systems, including accountability mechanisms and regular performance reviews to address evolving challenges. Impact assessments will be completed and maintained by data and system owners.

[1] A pro-innovation approach to AI regulation: government response - GOV.UK (www.gov.uk)
[2] The principles to follow | ICO
[3] Principles for the use of AI in FE colleges - Jisc

e. Contestability and redress

The College will provide avenues for students and staff to contest AI-generated outcomes, ensuring fairness and addressing any potential disparities.

f. AI skills and literacy

The College will equip staff and students with the necessary AI skills and literacy to critically evaluate AI tools, understand their limitations, and navigate AI-enabled environments effectively.

This will help staff use their time effectively and take advantage of new teaching and learning opportunities.

g. AI and the wider world

The College is committed to fostering the understanding of AI's role in the workplace, including data protection and cybersecurity considerations, to prepare students for AI-enhanced professional environments.

In addition, the College will develop assessments that are 'AI proof' or that may incorporate AI to align with real-world use to prepare learners for AI-enhanced societal and professional contexts whilst also clarifying the importance of academic rigour. The context of these will be linked to the assessment briefs generated by programme teams.

h. Equality of access

The College will ensure equal access to AI tools and resources for all learners, regardless of socioeconomic status, learning difficulties, or disabilities.

i. Academic integrity

The College will maintain academic integrity while fostering the development of AI skills, employing strategies to prevent malpractice involving generative AI tools and providing clear guidance to students on their appropriate use. This includes general principles and guidance, along with more specific guidance at assessment level.

The College will ensure teaching staff know how to deal with accusations of 'AI malpractice'.

There is a risk AI detection can unfairly discriminate and can compound existing bias, therefore, users of AI detection need a clear understanding that such systems cannot conclusively prove text was written by AI, generate false positives, and are easy to defeat. Where they are used, staff will be given training and guidance to help understand these limitations.

j. Collaboration and knowledge sharing

The College will encourage collaborative efforts among educational institutions, industry partners, and relevant stakeholders to share best practices, address challenges, and foster innovation in AI education.

5. Compliance with legal obligations

The College will ensure its guidance on the use of AI complies with the law in relation to data protection, intellectual property rights, and any ethical guidelines governing AI usage in education.

6. Exceptions

The Executive Leadership Team will identify areas where the policy may not apply or where a practice is explicitly banned.

AI must not be used where prohibited by Professional Statutory and Regulatory Bodies and Awarding Organisations.

7. Evaluation and review

The effectiveness of this policy will be monitored annually and reviewed every three years in light of experience and best practice. This mechanism recognises that changes to legislation may prompt a review of the policy before the three years stipulated.

The guidelines for students established under this policy should be reviewed annually as they will be linked to the expectations of the programmes delivered by the College which may change from year to year.

8. Guidance

Modified DPIA for AI specific processes or systems

Modified EIA for AI specific processes or systems

Guidelines on use for Teaching and Learning

Guidelines on use for Assessment

Guidelines on use for students - including how to reference its use

Guidelines on use in the workplace

Skills Matrix