Use of Artificial Intelligence (AI) Policy

Policy name:	**Use of Artificial Intelligence (AI) Policy**
Policy reference:	**Pol-AI-TLA**
Created by:	**Director of Quality & Curriculum: Teaching, Learning & Professional Development**
Approved by:	**Assistant Principal: Quality & MIS**
Date of last review:	**December 2023**
Date of next review:	**March 2024*** **Due to the rapidly changing developments in the world of AI this will be a constantly updated policy and should therefore be read as a set of guiding principles.*
Revision number:	**1**

Contents

1. Aims:

The aim of this policy is to set out a robust framework for ethical, transparent, and responsible use of Artificial Intelligence (AI) at Warrington & Vale Royal College, ensuring alignment with our overarching objective: *to maximise potential for all.*

Intentions/Guiding principles:

- The intention to integrate AI tools into the curriculum comes from our commitment to enhance students' learning experiences and foster skill development.

- For teachers, AI has the potential to facilitate creating personalised learning experiences/resources, support curriculum design, and expand upon classroom instruction.

- Strategically employed, AI will also support inclusivity. It will increase accessibility, provide individualised support and feedback and generally support teachers in meeting the diverse needs of their students.

- Perhaps, most importantly of all, AI has the potential to assist all staff in maximising their time.

- For students, AI provides access to a broad range of potential learning experiences. Through its use, we can promote independent research, curiosity, critical thinking, and problem-solving skills.

- Teachers will guide and monitor students' use of AI, ensuring that it aligns with the college's curriculum objectives and learning outcomes.

- Teachers will ensure their pedagogical, behavioural, and pastoral knowledge is complemented and not undermined by AI tools.

- AI will not replace direct instruction or teacher interaction but will serve as an additional resource to enrich the educational experience.

- It is the responsibility of teachers to understand the capabilities and limitations of AI in order to equip them with the wherewithal to navigate the complexities of a rapidly changing digital world.

- As a 'Career College', investing in AI will support the lifelong learning, future education and employment prospects of our students, helping students to understand how it will change existing careers, predict the careers that it will create as well as those that it will potentially replace.

2. Purpose

- To provide a holistic framework for the integration and management of AI in educational settings, encompassing ethical compliance, educational enhancement, workload reduction, data security, and innovation, whilst

ensuring the safeguarding and protection of our students are at the heart of what we do at Warrington & Vale Royal College.

3. Responsibility

- Responsibility for this policy within the college lies with the Director of Teaching & Learning and the Director of IT Services.

4. Scope

- This policy extends to all members of the Warrington & Vale Royal community, including staff, students, and visitors, and should be read in conjunctions with:

    - Teaching, Training, Learning and Assessment Policy
    - Data Protection Policy
    - Cheating, Collusion and Plagiarism Procedures
    - Higher Education Assessment Procedures
    - Malpractice and Maladministration Procedures
    - IT Security Policy
    - Disciplinary Policy

5. Definitions

- **Artificial Intelligence (AI)** is computer programming that learns and adapts, with systems taught to mimic intelligent human behaviours
- **Machine learning (ML)** is the technique that allows machines to learn autonomously from data
- **Large language models (LLM)** are machine learning models that can understand, predict, and generate human language (such as ChatGPT/Bard/Claude)
- **NLP**: Natural language processing (such as Alexa / Siri) differs from the above and has fewer opportunities for bias and hallucination.
- **Generative AI (gen I)** refers to the use of AI to create new content, like text, images, music audio, code, and videos
- **Image generation from LLM** - images can be created via text prompts which can be inappropriate or subject to bias.[1]
- **AI Team** - Danny Rimmer (Director or Teaching & Learning), Michael Woodward (Director of IT Services), Laura Churchill (Data Protection Officer)

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[1] Google for Education (2023) A Guide to AI in Education
https://services.google.com/fh/files/misc/gfe_guide_to_ai_in_education.pdf

6. Objectives

- **Educational Enhancement:**
    - To improve teaching and learning outcomes
    - To provide increased personalised learning experiences
    - To support curriculum design processes
    - To enhance classroom instruction
    - To support equality, diversity and inclusivity
    - To increase accessibility to the curriculum
    - To provide individualised support and feedback
    - To support teachers in meeting the needs of their diverse students

- **Business Support Enhancement:**
    - To assist with student enrolment and admissions procedures
    - To enhance student support and engagement
    - To support marketing and promotion activities
    - To automate routine administrative tasks
    - To improve data analysis and decision making
    - To optimise energy consumption on campus
    - To facilitate efficient collaboration and communication

- **Ethical Compliance:** To ensure ethical and legal use of AI.
- **Data Security**: To protect the privacy and data of all stakeholders.
- **Workload Reduction:** To utilise AI to reduce the administrative and academic workload of staff and enhance productivity
- **Innovation:** To remain at the forefront of education by integrating AI to enhance and supplement the college's mission to develop expert, independent students for tomorrow's world.

7. Ethical Use of AI

a. Respect for intellectual property

- **What to Do:** Ensure all AI technologies used are properly licensed and respect intellectual property laws.
- **How to Do It:** Before using any AI tool, consult the central record maintained by the AI Team to ensure it's approved for educational use.
- **How to Check:** Refer to the central record, kept by the AI Team, for a list of approved and licensed AI tools.

b. Transparency and Disclosure

- **What to Do:** Clearly indicate where and when AI is being used in educational settings.

- **How to Do It:** Label/reference AI-generated content and inform students and parents when an AI tool is being used for educational purposes. (e.g. This supporting handout has been generated using AI)
- **How to Check:** Periodic checks by the AI Team to ensure transparency measures are consistently applied.

c. Avoiding Bias and Discrimination

- **What to Do:** Implement measures to ensure AI algorithms are free from Biases.
- **How to Do It:** Use AI tools that have been vetted and approved by the IT support team for potential biases related to race, gender, or other factors.
- **How to Check:** Conduct periodic reviews and seek feedback from students and staff to identify any issues of bias.
- **Who to Speak To:** If concerns arise, consult with the [appropriate team] for further evaluation.

d. Respect for Personal Data and Privacy

- **What to Do:** Comply with data protection laws, including age restrictions and parental consent, and ensure individual privacy when using AI.
- **How to Do It:** Use AI tools that are compliant with GDPR or other relevant data protection laws, as verified by the AI Team. <u>Until more is understood around AI and GDPR, please do not input any staff or student personal data into an AI system without checking with Laura Churchhill (Data Protection Officer) first for further evaluation.</u>
- **How to Check:** Regularly review updates from the AI Team on data storage and handling procedures to ensure compliance.
- **Who to Speak To:** If concerns arise, consult with Laura Churchhill (Data Protection Officer) for further evaluation.

e. Compliance with laws and Regulations

- Adhere to all local and international laws regarding the use of AI and data protection. If in doubt, speak with your line manager or a member of the AI Team. Ensure usage also complies with the IT Security Policy.

f. Accuracy and Fact-Checking

- Ensure that AI-generated content is accurate and factually correct.

8. Curriculum Integration

- **Alignment:** Ensure AI tools are aligned with curriculum goals, objectives and value for money
- **Pedagogical Relevance:** Evaluate the pedagogical benefits of AI tools before integration as per the **'New technology request worksheet'**.

9. Workload Reduction/Innovation

- AI should enhance, not replace, human creativity. Examples include but are not limited to lesson planning, quiz creation, and flashcard generation. Teachers MUST verify the suitability, accuracy, and curriculum alignment of any AI-generated materials.

10. Responsible Use - AI in Teaching, Learning & Assessment

In line with the AI Guidance for UK School Leaders Report we will take a '3 pronged approach' to AI in our college setting - to learn more, prepare staff and explore together.

- We will follow a 3-pronged approach to AI - learn, prepare, explore together now, and as they change.

a. Students

- While students are encouraged to utilise AI to bolster their learning, they must strictly adhere to guidelines set out in Warrington & Vale Royal College's Malpractice and Maladministration Procedures.

- AI tools must only be used where permitted by the conditions of assessment. The student must be able to demonstrate that the final piece of work is the product of their own independent thinking.

- Examples of AI misuse include, but are not limited to the following:

  - Copying or paraphrasing sections of AI-generated content
  - Copying or paraphrasing whole responses of AI-generated content
  - Using AI to complete parts of an assessment so that the work does not reflect the student's own analysis and evaluation.
  - Failing to acknowledge and reference wholly or partially the use of AI tools where they have been used as a source of information.

- Students should therefore:

  - Validate AI-suggested concepts against credible sources
  - Recognise AI's potential limitations, biases, and the risks of misinformation.
  - Not present AI-generated content as their own original work
  - Appropriately reference AI-derived content, acknowledging that it won't be credited on its intrinsic merit.
  - Provide detailed acknowledgment of AI tools utilised, ensuring the retention of evidence of their usage.

  Students should also consult the **Use of AI Student Guidelines** document for specific advice on how to ethically use, reference and declare AI use.

b. Teaching staff

- Warrington & Vale Royal College's teaching staff play a pivotal role in guiding and supervising the ethical use of AI in education.

  Responsibilities encompass:

  - Taking part in training and CPD on the advantages, risks, and ethical use of AI
  - Integrating AI understanding and application within the curriculum
  - Ensuring that students understand how to use AI tools responsibly
  - Monitoring student submissions for possible AI misuse, only accepting work for assessment which they consider to be the students own
  - Maintaining currency with AI updates from their awarding organisation
  - Ensuring alignment with JCQ guidelines on AI's role in assessments.

c. Public Examinations & Non-Examined Assessment (NEA)

- AI tools may be utilised during assessments under specific conditions, ensuring the work is a true reflection of a student's independent endeavours. Any misuse of AI, such as plagiarising or producing misleading references, will be treated seriously.

d. Academic Integrity

- Deviation from the Malpractice and Maladministration Procedure's principles constitutes Academic Misconduct. Penalties can range from Causes for Concern to potential disqualification from formal examinations.

11. Safeguarding

- Take a proactive stance about AI-related safeguarding risks, including but not limited to:
    - deep fakes and impersonation;
    - harassment and bullying;
    - criminality, coercion, grooming and exploitation
    - Generating indecent images of others
    - Note that AI may be an aggravating factor in safeguarding and child protection cases.

12. Implementation, Monitoring and Review

a) Vendor Collaboration

- Warrington & Vale Royal College will collaborate with vendors that meet the highest ethical and technical standards.

b) Monitoring and Feedback

- Regular monitoring ensures AI systems' alignment with our ethical commitments.10 Open feedback channels allow the school community to share experiences and concerns.

c) Training and Education

- Consistent training sessions on AI's ethical, transparent, and safe use will be organised for both staff and students.

13. Levels of responsibility

- **Curriculum Manager Approval:** The responsibility for initial approval lies with the Curriculum Manager. Check for use against the central record. If required complete the **'New technology request worksheet'** and email it to Danny Rimmer.

- **SLT Approval:** The Senior Leadership Team must give final approval for any AI initiatives. Check for use against the central record.
    - **Responsible Person):** Danny Rimmer (Director of Teaching & Learning) and Micheal Woodward (Director of IT Services)

- **Governance Approval:** The governing body must also approve any major AI initiatives.
    - **Responsible Person:** Martin Berman

- **Data Protection Approval:**
  - **Responsible Person:** Laura Churchill (Data Protection Officer)

14. Review Mechanism

- This policy will be revisited every 3 months, ensuring its relevance, efficacy, and alignment with the latest research, best practices and level of investment required.

References

- Anderson, M. (2023) *Free resource: Use of artificial intelligence (AI) in Education School Policy Template*, ICTEvangelist. Available at: <https://ictevangelist.com/free-resource-use-of-artificial-intelligence-ai-in-education-school-policy-template/ > (Accessed: 16 November 2023).

- Fitzpatrick, D (2023) *Free resource: Artificial intelligence (AI) Policy*, The AI Educator. Available at: https://drive.google.com/file/d/1DYVxMT6Px0YqSyxnh81Cz2d89YUiwABG/view?usp=sharing > (Accessed: 2 November 2023).