Loughborough College
Artificial Intelligence Staff Fair and Ethical Use Policy

1. Scope and Purpose

This Policy outlines the key responsibilities of staff using AI tools as part of their working practice at Loughborough College. The document also contains guidance on the acceptable use of AI when performing specific tasks. This document will be reviewed regularly to keep pace with this rapidly changing landscape and any changes will be communicated in a timely and clear manner with additional support and training where needed.

2. Policy Statement

This document sets out the position of Loughborough College on the use of generative artificial intelligence (AI), including large language models (LLMs) like ChatGPT or Google Bard.

Generative AI refers to technology that can be used to create new content based on large volumes of data that models have been trained on. This can include audio, code, images, text, simulations, and videos.

3. Impact Assessments

3.1. This policy/procedure has been assessed for potential risk on data subjects due to the processing of personally identifiable information. All processing has been reviewed and is in line with all current Data protection laws and appropriate safeguards implemented to ensure that the policy has privacy by design as its underlying approach.

4. Policy

4.1. **Responsibilities**

4.1.1. Staff are responsible for liaising with any relevant business partners and external stakeholders to ensure that there are no conflicts of interest before uploading any information to an AI tool.

4.1.2. Only approved AI tools should be used for college purposes.

4.1.3. Staff generating AI content are responsible for checking for bias and accuracy and meets the needs of the business before using, sharing, or publishing it.

4.1.4. For transparency, staff should indicate when AI has been used to support the creation of any and all materials. Within the footer of all materials, you should include the following: "AI has been used to support the creation this content"

4.2.   **Acceptable Uses**

College employees should embrace AI as a useful tool to streamline workflows. Although this guidance does not provide an exhaustive list of tasks that can be undertaken using AI tools, all tasks must be underpinned by and follow the responsibilities outlined above to ensure they are used appropriately.

4.2.1.   Automated detection of malpractice must be exclusively through Turnitin submissions and its AI detection tool.

4.2.2.   Suspicion of academic malpractice must follow existing policies and procedures. (link to document)

Staff Can do:

4.2.3.   Schemes of learning, lesson planning and assessment can be generated using AI as a starting point and then adapted to better reflect the specific needs of all of your learners and must meet the requirements of awarding bodies or validating institutions.

4.2.4.   Course materials such as handouts, presentations should embrace AI technologies where it can support the development of materials, streamline workflows, and reduce workloads.

4.2.5.   Business documentation such as business cases, emails should embrace AI technologies where it can support the development of materials, streamline workflows, and reduce workloads.

Staff Cannot do:

4.2.6.   Marking and feedback must not currently be undertaken using AI tools.

4.2.7.   Staff must not upload data that is protected by applicable Data Protection Laws pertaining to identifiable individuals to approve college systems and applications. This includes:

- Basic identity information
- Web data (like location, IP address, cookie data, and RFID tags)
- Health and genetic data
- Biometric data
- Racial or ethnic data
- Political opinions
- Sexual orientation/identity
- Any information that relates to an identified or identifiable living individual

Uploading of these materials to any AI tool will be classed as a GDPR breach and must be reported to DPO@Loucoll.ac.uk. Further information about data protection can be found in The Privacy and Personal Data Protection Policy or by contacting DataProtection@Loucoll.ac.uk

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4.2.8. Staff must not upload business or commercially sensitive information belonging to Loughborough College

5. Location and Access to the Policy/Procedure
• SharePoint

6. Persons Responsible for the Policy/Procedure
• AP Quality and Standards
• Lucy Howes

7. Linked Policies and Procedures
n/a

8. Change log

Date	Version	Details of change	Review / Revision by	
			Name	Title
13/07/2023	0.1	Original document created	Dan Vaughan	E-Learning Lead
14/07/2023	0.2	Data protection/Document control review	James Kilby-Brooks	Senior Timetabling & Registers Officer, and Data Protection Advisor

9. Appendix
n/a