Artificial Intelligence Policy

1. Scope and Purpose

1.1. At Loughborough College Group, we are committed to ensuring that students and staff are equipped with the skills needed to thrive in an AI-driven world. We recognise the transformative potential of AI in education and aim to harness its benefits while addressing ethical and societal concerns. This policy guides the responsible and effective use of AI within Loughborough College Group.

1.2. This policy applies to all staff, all students, third-party suppliers, and partners engaged in using or developing AI systems within or on behalf of Loughborough College Group, its colleges, and its subsidiaries. References to the Group or College refer to all parts of the group.

1.3. We will ensure all AI systems meet the Department for Education's Digital and Technology Standards for Education, guaranteeing compliance with infrastructure, cybersecurity, and data handling best practices.

2. Policy Statement

2.1. This policy has been assessed for its impact on equal opportunities and aims to eliminate all forms of discrimination under equal opportunities legislation.

2.2. All processing complies with current data protection laws, with safeguards implemented to ensure privacy by design.

2.3. Formal AI Impact Assessments will be conducted for all AI applications where automated decisions may affect learners' academic progress, support, or well-being.

3. Impact Assessments

3.1. This policy/procedure has undergone an impact assessment process during review to ensure that any foreseeable risks and implications have been appropriately considered.

3.2. Equal Opportunities: The policy has been reviewed to uphold principles of equality and non-discrimination in accordance with equal opportunities legislation, ensuring fair treatment for all individuals.

3.3. Data Protection: All personal data processing activities governed by this policy have been assessed for risk and are fully compliant with current data protection laws. Privacy-by-design has been embedded as a core approach, with safeguards implemented to protect data subjects.

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3.4. Safeguarding, Health & Safety, and Environmental Sustainability: Relevant aspects of safeguarding, health and safety, and environmental sustainability have been impact assessed to support a secure, inclusive, and responsible working and learning environments for all.

4. Policy

4.1. AI Values

4.1.1. Safe, Ethical, and Responsible Use: AI tools must be used in ways that respect privacy, promote fairness, and mitigate potential biases.

4.1.2. Empowering Students: We will provide students with the skills to use AI tools responsibly and effectively, understanding their limitations and ethical implications.

4.1.3. Supporting Staff: Staff will be supported with continuous professional development to stay updated with AI advancements and best practices.

4.1.4. Ensuring Access: We aim to provide equitable access to AI tools and resources for all students and staff.

4.1.5. Maintaining Academic Integrity: Measures will be implemented to prevent misuse of AI tools, ensuring assessments reflect genuine student learning.

4.1.6. Collaborative Approach: We will collaborate with institutions, industry partners, and stakeholders to share best practices and drive innovation in AI use in education.

4.1.7. Adherence to AI Ethical Principles: AI practices will adhere to the UK Government's AI Ethical Principles, ensuring transparency, accountability, and fairness in all educational applications.

4.2. AI Guidance and Expectations

4.2.1. Workflow Improvement: AI programmes can be used to enhance workflows, job or study planning, idea generation, and collaboration.

4.2.2. Accuracy: AI-generated material must be checked for accuracy and verified against reputable sources.

4.2.3. Bias Awareness: Users are responsible for ensuring AI-generated content is not biased, offensive, or discriminatory.

4.2.4. Transparency: Users must disclose when AI-generated content has been included in decisions or submissions.

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4.2.5. Data Protection: Personal or sensitive data must not be shared with AI tools without clear consent, in line with Data Protection Legislation.

4.2.6. Safeguarding and Well-being: Safeguarding practices will extend to monitoring the impact of AI tools on student well-being, ensuring that automated interventions support positive educational and personal outcomes.

4.3. Acceptable Use of AI

4.3.1. Ethical Use: AI must not be used to create, distribute, or promote harmful, offensive, or discriminatory content.

4.3.2. Data Privacy: Compliance with GDPR is mandatory; sharing personal or sensitive data with AI systems that breach data protection laws is prohibited.

4.3.3. User Responsibilities: Staff and students must understand AI's ethical implications, including biases and data security.

4.3.4. Assessment Integrity: AI can support educational activities but students must not submit AI-generated material as their own work, in accordance with Loughborough College Group assessment and plagiarism policies.

4.4. Further Reading and Guidance

4.4.1. Student Guidance: AI Guidance - Helpdesk

4.4.2. Staff guidance, whilst not exhaustive, includes:

4.4.2.1. DfE Digital Standards

4.4.2.2. Jisc AI in Education

4.4.2.3. Ofsted Digital Strategy

4.4.2.4. UK Government AI Ethics

5. Location and Access

5.1. This document can be found here:

- The Loughborough College Group's Website

- The Loughborough College Group's SharePoint

6. Linked Policies and Procedures

6.1. You may wish to view the following policies:

- FE Assessment, Marking and Feedback Policy

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- FE Plagiarism Policy

- Higher Education Academic Misconduct Policy

7.   Change Log

Date	Version	Details of Change	Reviewer	Reviewer Title

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