



Artificial Intelligence (AI) Policy

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Approved by Senior Leadership Team (SLT)

Strategy/Policy Responsibility: IT

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Artificial Intelligence (AI) Policy

1. Overview / introduction

To provide a robust framework for the appropriate and ethical use of generative AI in the Sutton College learning environment. Key guiding principles include transparency when AI is used, awareness of biases and limitations and protection of personal data and human judgement. This policy applies to all students, staff and tutors who interact with AI technology.

2. Definitions

Generative AI is defined here as the output of large language models which generate text from prompts such as ChatGPT, Bard and Claude, images generated by text-to-image models such as Stable Diffusion, Midjourney and DALL-E and similar automatically generated video and audio output.

3. Acceptable Use

Learners may use generative AI when asked to or given permission to do so by their tutor. All works created by generative AI must be clearly labelled as such and should include the tool used in their creation.

Staff are encouraged to use available AI tools within the limits of licensing and legalisation to improve business processes and aid automation where possible. All users should exercise transparency about the presence of generated material and strive to ensure output is accurate and compliant with Data Protection regulation.

All users must understand the limitations of material produced by AI, including biases inherent in datasets and the unreliability of materials created by large language models.

4. Unacceptable use

Learners attempting to pass off the output of generative AI as their own work will be subject to disciplinary action by the college under general plagiarism rules which includes receiving no mark for a given piece, a written warning or exclusion. Tools are available to tutors who suspect submitted coursework material has been dishonestly generated to aid in detection.

Personal Data must not be exposed by the use of generative AI, either internally or to uploaded to third parties. Staff and tutors should not use generative AI to replace human judgement, eg. for the marking of student's work or generating staff appraisals.

5. Training and Support

Sutton College will endeavour to provide training and support in this fast moving field to keep staff and tutors aware of technological and compliance developments. Generative AI and its consequences for education will be a focus of CPD efforts going forward.

6. General Principles

5.2.1 Make sure you understand and comply with this policy and any other policies, guidelines or legislation specified within it when using the Sutton College systems and data.

5.2.2 Comply with the following policies and procedures:

- the Sutton College procedures for data protection, including reporting information security breaches (DIS/IT)
- the Sutton College records management policies and procedures (EDA's)
- the Sutton College policies on the use of social media (MBIS)
- all relevant information sharing agreements when handling data that belongs to a third party organisation eg Prospects (IAG)

5.2.3 Never attempt to circumvent the security arrangements that have been made to protect Sutton College information.

5.2.4 Alert your line manager or Tutor if you believe there has been a breach or potential breach of this policy.

5.2.5 Contact the Sutton College ICT service helpdesk by email ithelpdesk@suttoncollege.ac.uk if you have any questions about this policy or how to comply with it.

5.2.6 Make sure any staff you manage or third parties you have responsibility for (ie by sponsoring / authorising their access) are:

- aware of and follow this policy
- suitably trained and have any relevant resources made available (eg appropriate equipment, secure disposal facilities etc)
- provided with, and understand, any changes or updates to this policy

7 Version history

Version ref	Author	Comments	Approvals	
			e-matters	Principal
1.0	John Thorburn	Draft version		