NWSLC

NORTH WARWICKSHIRE & SOUTH LEICESTERSHIRE COLLEGE

AI Usage Policy 2025-2026 (v1)

North Warwickshire and South Leicestershire College

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Contents

AI Usage Policy 2025-2026v1

Page

1. Purpose 1
2. Scope 1
3. Approved AI Tools 1
4. Third-Party AI Systems Purchased by the College 1
5. Principles of Use 2
6. Staff Responsibilities 2
7. Student Responsibilities 2
8. Assessment Integrity and Joint Council for Qualifications (JCQ) Compliance 2
9. Misuse and Consequences 3
10. Related Policies, Procedures and Documents 3
11. Equality Analysis 3
12. Data Protection Impact Assessment 3
13. Implementation, Monitoring and Review 4

Appendices

1. Approved AI Tools 5

Document History

Version Number	Amended By	Date of Revision	General Revision Description
1	RDM/BM	04/09/2025	New Policy

AI Usage Policy 2025-2026v1

1. Purpose

1.1 This policy outlines the ethical, safe, and effective use of Artificial Intelligence (AI) tools within the College. It ensures that AI is used to enhance teaching, learning, and administration while safeguarding data privacy, academic integrity, and inclusivity.

1.2 In addition, this policy sets out the College's approach to ensuring that the current Joint Council for Qualifications (JCQ) regulations apply in relation to AI use in assessments and provides guidance to help students, teachers and assessors at NWSLC.

2. Scope

2.1 This policy applies to all staff, students, and contractors using AI tools within the college environment, including teaching, learning, assessment, and administrative tasks.

3. Approved AI Tools

3.1 Please see Appendix I for the list of AI Tools that have been assessed for use. Only the approved AI tools in Appendix I are currently approved for use. Tools that have been rejected are also listed along with the reason why.

3.2 To have an AI tool assessed and approved you must fill in the relevant Service Request on the IT helpdesk. The IT Services team will then assess from a network and security perspective and if required passed to the DPO to be assessed for GDPR and if a DPIA is required. If this is approved it will then be passed to the Digital Technology Working Party who will assess it from a business / teaching and learning perspective and will either approve or reject. Once again providing a valid reason for rejection. Updates and outcomes will be provided via the helpdesk ticket system and the Appendix of this policy will be updated accordingly.

4. Third-Party AI Systems Purchased by the College

4.1 The College may purchase or subscribe to third-party systems that incorporate AI (e.g. learning platforms, assessment tools, analytics software).

4.2 These systems have been vetted for security, GDPR compliance, and educational suitability.

4.3 Any new systems that wish to be implemented at the college that use AI must be approved for use by both the IT Services Team and the Digital Working Party who will ensure that they are appropriate.

4.4 Staff must:

i. Use these systems only for their intended educational or operational purpose.

ii. Follow any specific usage guidelines provided by the vendor or the college.

iii. Report any issues, inaccuracies, or concerns to IT Services immediately.

No modifications or integrations with unapproved external AI tools are permitted without prior approval.

5. Principles of Use

5.1 All AI use must adhere to the following principles:

i. **Transparency**: Users must disclose when AI has been used in the creation of content or assessments.

ii. **Accountability**: Staff and students are responsible for verifying the accuracy and appropriateness of AI-generated outputs.

iii. **Privacy**: No personal, commercially confidential or sensitive data should be input into AI tools unless explicitly permitted under GDPR and college data protection policies.

iv. **Equity**: AI must not be used in ways that disadvantage or discriminate against any individual or group and AI use should support inclusive learning and reduce barriers.

v. **Academic Integrity:** AI must not compromise the authenticity of student work.

vi. **Safeguarding:** AI tools must be age-appropriate and not expose users to harm.

6. Staff Responsibilities

6.1 Ensure AI tools are used to support, not replace, pedagogical judgment and the assessment of students' work.

6.2 Clearly communicate when and how AI tools are being used.

6.3 Monitor student use of AI to ensure compliance with academic integrity standards.

7. Student Responsibilities

7.1 Use AI tools only as directed by teaching staff.

7.2 Do not submit AI-generated content as original work unless explicitly permitted.

7.3 Acknowledge any AI assistance in submitted work as per academic guidelines.

8. Assessment Integrity and Joint Council for Qualifications (JCQ) Compliance

8.1 AI use in assessments must comply with JCQ guidelines.

8.2 Students must declare AI use and provide evidence (e.g. screenshots of prompts and outputs).

8.3 Misuse will be treated as academic malpractice.

8.4 Staff must not accept work that is not the student's own and must report suspected misuse.

8.5 Under these principles of use, the College will ensure that the current JCQ regulations apply in relation to AI use in assessments. These requirements can be summarised as:

i. Teachers, coaches and assessors must only accept work for qualification assessments which is the students' own; (In accordance with 5.3(k) of the JCQ General Regulations for Approved Centres) .

ii. Students who misuse AI to the extent that the work they submit for assessment is not their own will have committed malpractice in accordance with the NWSLC Assessment Malpractice and Maladministration Policy and associated JCQ regulations and could attract severe sanctions.

iii. Students and NWSLC staff must be aware of the risks of using AI and must be clear on what constitutes malpractice.

iv. Students must ensure work submitted for assessment is demonstrably their own. If any sections of their work are reproduced directly from AI-generated responses, those elements must be identified by the student and they must understand this will not allow them to demonstrate they have independently met the marking criteria and therefore will not be rewarded.

v. Where teachers have doubts about the authenticity of student work submitted for assessment (for example, they suspect that parts of it have been generated by AI but this has not been acknowledged), they must investigate and take appropriate action as set out in the NWSLC Assessment Malpractice and Maladministration Policy.

9. Misuse and Consequences

9.1 Misuse of AI tools, including but not limited to plagiarism, data breaches, or use of unapproved tools, unapproved use of student or staff work to train AI models, and creating secondary infringement risks when publishing AI-generated content, may result in disciplinary action under the college's academic misconduct, HR policies or IT usage policies.

9.2 AI must not be used to recreate the image, voice, or written text of any person without their explicit, informed consent. This includes generating likenesses, impersonations, or representations that could mislead, infringe on personal rights, or cause reputational harm. Breaches of this principle may also result in disciplinary action and could have legal consequences.

10. Related Policies, Procedures and Documents

10.1 Acceptable Use Policy

10.2 Safeguarding Policy

10.3 Assessment Malpractice and Maladministration Policy.

11. Equality Analysis

11.1 By virtue of the provisions of the Equality Act 2010, the College has a duty to have due regard to the need to:

i. eliminate unlawful discrimination, harassment and victimisation and other prohibited conduct;

ii. advance equality of opportunity between people of different groups;

iii. foster good relations between people from different groups.

11.2 In implementing this Policy and associated procedures, the College will actively take these aims into account as part of its decision making process and will demonstrate how this has been undertaken.

11.3 Where necessary a full equality impact assessment will be undertaken.

12. Data Protection Impact Assessment

12.1 Data Protection Impact Assessments (DPIA) are an essential part of the College's accountability obligations under the UK GDPR. Conducting a DPIA is a legal requirement for any type of processing,

including certain specified types of processing that are likely to result in a high risk to the rights and freedoms of individuals. Under UK GDPR, failure to carry out a DPIA when required may leave the College open to enforcement action

12.2 A DPIA, relating to any relevant areas within this Policy and Procedure, will therefore be undertaken to enable the systematic analysis, identification and minimisation of data protection risks and to demonstrate how the College complies with its data protect obligations.

13. Implementation, Monitoring and Review

13.1 This Policy will be reviewed every year, or as otherwise required by law, regulation, organisational policies, good practice or contractual obligations.

Appendix 1

Approved AI Tools

Tool	Purpose	Date	State
TeacherMatic	Lesson planning, resource generation, and curriculum support.	1/8/25	Approved
Microsoft Copilot	Productivity enhancement, summarisation, and document drafting.	1/8/25	Approved
Turnitin AI Tools	Academic integrity checks and AI-generated content detection.	1/8/25	Approved
Synthesia (licenced version only	Tool for creating AI videos to provide updates and training.	1/8/25	Approved