Policy:	Use of Artificial Intelligence Policy
Created by:	Ean Faragher
Approved by:	SMT
Date of last review:	September 2024
Date of next review:	September 2025
Revision number:	2

Policy Statement

The aim of this policy is to set out a framework for the use of Generative Artificial Intelligence (AI) by learners and staff at Axia Solutions. It is guided by the Department for Education Policy Paper on AI in education[1], the Joint Council for Qualifications (JCQ) guidance for AI Use and protecting quality of qualifications[2] and the JISC Principles for the use of AI in Further Education[3].

Purpose

The Purpose of this policy is to provide simple guidance for the use and management of AI within Axia's educational settings – ensuring ethical & legal compliance, data security and safeguarding whilst allowing the use of AI as a resource to enrich the educational experience.

Supporting learners to understand generative AI will support their future education and employment prospects. Helping learners to understand how it could change their role, their industry and their career can help them identify the opportunities it could create for them. Equally it is important that they understand the restrictions, limitations and legal parameters for its usage.

Principles of AI Usage

The use of AI at Axia Solutions follows the 6 principles for AI use in Further Education developed by JISC and the Association of Colleges.

Safe, Ethical and Responsible use

Learners and Staff understand how AI will and can be used whilst at Axia and are supported to develop their own approach to the usage of AI, both in and outside of Axia.

Learners and Staff receive guidance on how generative AI works and how data they submit to AI tools might be used for the training of that tool. They are also advised of the risks of submitting their own personal data to AI tools. It is made clear that relevant data protection legislation applies at all times when using AI.

As an organisation Axia is aware of the intellectual property rights associated with the use of learner or staff generated work and do not allow the usage of this to train any generative AI models without clear and informed consent from all parties. No identifiable data is to be entered into any AI tool or model.

AI Skills Development and Appropriate use for learners

AI Literacy is an important skill to develop given the pace at which AI is evolving. The development of AI Literacy at Axia sits alongside the development of general IT skills

---

[1] https://www.gov.uk/government/publications/generative-artificial-intelligence-in-education/generative-artificial-intelligence-ai-in-education

[2] https://www.jcq.org.uk/exams-office/malpractice/artificial-intelligence/

[3] https://nationalcentreforai.jiscinvolve.org/wp/2024/03/08/principles-for-the-use-of-ai-in-fe-colleges/

and understanding of data privacy and cyber-security. Often these skills will be workplace or industry specific, learners and trainers are encouraged to explore context-specific AI usage.

Maximising the value of AI for staff

AI can be used within the parameters of this document and associated policies/guidance to generate new learning and teaching opportunities. All staff are encouraged to explore the use of AI to support their teaching and supported to identify where AI could improve what they offer to learners. Examples of potential AI usage by staff could be something as simple as transcribing recorded teaching sessions through to enhanced resource development.

Ensuring access to AI tools for learners

Access to AI tools for learners will usually be limited by their employer's provision of AI tools and the availability of low-cost or free AI tools. Axia will work to enable all learners to access generative AI as easily as possible and to avoid any discrimination or disadvantaging of learners if access is restricted for any reason.

Maintaining Academic Integrity

Learners are provided with clear guidance on the appropriate usage of AI in their work submitted for assessment. This policy also provides clear guidance on unacceptable use and is provided to all learners. This policy sits alongside Axia's existing Malpractice and Whistleblowing Policy, Acceptable Use Policy and GDPR Policy to make Axia's stance on generative AI usage clear.

Axia makes use of available AI detection technology as part of a wider AI detection approach – staff are given support in ways they can identify the use (or misuse) of AI in learners work before resorting to AI detection technology and are also provided with training on the limitations of AI detection technology/software.

Sharing Best Practice

Axia staff contribute to the development of best-practice AI usage by exploring options and usages with its network. In addition staff and learners are encouraged to explore AI-usage by employers and in their wider industry.

Unacceptable Use and Behaviour

Below is a non-exhaustive set of examples of unacceptable use of Artificial Intelligence. These examples would result in disciplinary action including but not limited to warnings, suspension of IT access or expulsion from the associated course/qualification. There may also be legal consequences for violations of applicable laws.

AI cannot be used to generate assessed work, unless it is explicitly outlined within the assessment guidance. This includes AI writing assistance tools that paraphrase,

rewrite or summarise the learners own work as well as content generated directly from an AI via a learner prompt. This constitutes plagiarism/malpractice

Where AI has been used as a source of information this must be acknowledged and referenced in the same way as any other source of information. Failure to do so is considered malpractice.

Using AI to generate a bibliography or references for learner-produced work is dishonest and demonstrates a lack of academic integrity. This constitutes malpractice.

AI cannot be used as the sole-marker of any learner work. Whilst Axia does permit the use of some AI tools to support assessment of learner work any final assessment must be completed by a human assessor and be an assessment of the work in its entirety. If learner work is assessed exclusively using AI tools this would constitute malpractice.

Using AI for any harmful, malicious or illegal activities is strictly prohibited. Sharing personal data or data that you don't own is also prohibited. Each of these would be considered a breach of Axia's Acceptable Use Policy.

Review

Axia's Generative Artificial Intelligence Policy is reviewed every 6 months to reflect the pace of technological changes.

Reviewed 6-monthly	
Last Review Date	September 2024
Next Review Date	March 2025