Artificial Intelligence (AI) Policy for Students

Excellence • Integrity

<table>
<tr><td colspan="2" align="center">**Our Mission**

Raising Aspirations, Unlocking Potential, Advancing Futures</td></tr>
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Our Mission

Raising Aspirations, Unlocking Potential, Advancing Futures

Our Values

Excellence, Passion, Teamwork, Integrity, Innovation,

Sustainability, Valuing Others and Supportiveness

Sparsholt College Group

The Sparsholt College Group (the college) includes Sparsholt College, Andover College, University Centre Sparsholt, Sparsholt College Services, Westley Enterprises and Andover Town Football Club. College Group policies apply to each part of the group unless specified otherwise.

The *AI Policy for Students* was approved by the Board of Governors in March 2024.

Originator:	Deputy Principal
Reference Documents:	Russell Group AI Policy
	JCQ Exam Regulations
Located:	College Group Website
	College Group Intranet
Due for review:	January for March 2027

AI POLICY FOR STUDENTS

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AI POLICY FOR STUDENTS

The AI Opportunity

Sparsholt College Group (the college) is committed to the ethical and responsible use of generative AI and to preparing students to operate effectively in an increasingly AI-enabled world. The rise of generative artificial intelligence (AI) has the potential for a profound impact on the ways in which students learn, assess, and access education. Sparsholt College Group wishes to ensure that generative AI tools can be used for the benefit of students; enhancing student learning experiences and ensuring students develop skills for the future within an ethical framework.

Sparsholt College Group will equip students with the skills needed to use AI tools appropriately throughout their studies and future careers, and ensure that students have the knowledge to prevent their inappropriate use of AI.

Sparsholt College Group will work to the following principles (which are partially informed by Russel Group review), and which will guide the approach to generative AI tools across the group:

    i.   Sparsholt College Group will support students to become AI-literate.

    ii.   Where appropriate and where awarding body consent exists, Sparsholt College Group will adapt teaching and assessment to incorporate the ethical use of generative AI where students academically reference the use of AI as a reference source.

    iv.   Sparsholt College Group will ensure that the student experience is not undermined by AI and that academic rigour is upheld.

1.   Artificial Intelligence Defined

1.1   Artificial Intelligence (AI) is a machine's ability to perform cognitive functions we associate with human minds specifically Generative Pre-trained Transformers (GPT), which is a type of AI that uses deep learning techniques (this is a type of learning that enables the machine to process a wider range of data) to generate natural language text.

1.2   AI has been built into large language models (LLMs) like ChatGPT and Google Bard that enables these tools to respond to prompts in a human-like way, answering questions and complete written tasks. With prompts these AI tools can respond with structured written text, turning written prompts into audio, video and images. However, the use of AI LLMs is not always accurate and can contain biased information. This is due to the fact that they have been developed to produce responses based upon the statistical likelihood of the language selected being an appropriate response. The LLM responses also depend on the information that has been fed into them, which can lead to responses that are out of date.

1.3   Utilising AI does not replace knowledge in long-term memory, it is only as good as the information uploaded to it and the prompts it is asked. It can support a more efficient working practice but cannot be a replacement for judgement, knowledge and the intellectual property of a human.

2.   Potential Problems using AI

2.1. Generative AI tools are capable of processing vast amounts of information to generate responses, but they have significant limitations. It is important that all students understand the opportunities, limitations and ethical issues associated with the use of these tools and can apply what they have learned as the capabilities of generative AI develop. These include:

   a) <u>Privacy and data considerations</u>: whether a generative AI tool is designed to learn directly from its users' inputs or not, there are risks to privacy and intellectual property associated with the information that may be entered by the user.

   b) <u>Potential for bias</u>: generative AI tools produce answers based on information generated by humans which may contain societal biases and stereotypes which, in-turn, may be replicated in the generative AI tool's response.

   c) <u>Inaccuracy and misinterpretation of information</u>: data and information contained within generative AI tools is garnered from a wide range of sources, including those that are poorly referenced or incorrect. Similarly, unclear commands or information may be misinterpreted by generative AI tools and produce incorrect, irrelevant, or out-of-date information. This means that accountability for the accuracy of information generated by these tools when transferred to another context lies with the user.

   d) <u>Ethics codes</u>: users of generative AI tools should be aware that while ethics codes exist, they may not be embedded within all generative AI tools.

   e) <u>Plagiarism</u>: generative AI tools re-present information developed by others and so there is a strong likelihood of plagiarised content and potentially copyright infringement being submitted by a user as their own. Similarly, artwork used by image generators may have been included without the creator's consent or licence.

   f) <u>Breach of exam and assessment regulations</u>: If a student uses AI in exam papers, assessments, synoptic assessments and assignments contributing to overall grade where the awarding body permits the use of AI, and where they fail to reference the use of AI, JCQ, awarding bodies and the College/University Centre are likely to invalidate the paper. This could jeopardise the student's ability to pass their qualification. JCQ and awarding bodies also have to write to exclude from future examination series. Where the awarding body do not consent to use of AI and AI is used, it is probable that the examination, assessment, synoptic assignment or assessment contributing to overall grade will be invalidated and again the awarding body/JCQ reserve the right to refuse qualification and future qualification.

   g) <u>Bribery</u>: There are companies offering services to assist students to use AI to produce materials which will fool plagiarism and AI checkers. Given the risks of being suspended from taking examinations with awarding bodies, students risk both false promise if/when checker software finds the submission to be AI generated and leave themselves to the future risk of bribery from any agent who helped them to cheat.

3.   What constitutes AI misuse

3.1.   AI misuse is the use of AI tools to obtain information and content which might be used in work produced for assessment that leads toward qualifications. Any use of AI tools by students that do not independently demonstrate their own attainment in qualification assessments (and any related assessment/qualification material) are to be considered as malpractice. Such as and not limited to:

- Plagiarism – copying or paraphrasing AI generated content.

- Commissioning – using AI to complete whole and parts of an assessment.

- Fabrication – submitting data or experiences from AI that you rely on.

- Failure to acknowledge – not acknowledging or incomplete/poor acknowledgement of AI tools.

- Misleading – intentionally submitted work with incomplete or misleading references or bibliographies.

3.2.   If misuse of AI is identified in work produced for assessment, the matter will be addressed under the college Malpractice, Maladministration and Plagiarism Policy and the Student Conduct and performance policy. Decisions relating to qualification / certification, and associated penalty and sanction are decided by the awarding body or JCQ. Their decisions will take primacy and College Group personnel will be required to fully adhere to these stipulations.

Related documents

FE Malpractice, Maladministration & Plagiarism Policy

FE Learner Conduct Policy

UCS Student Conduct Policy

IT Policy