Generative AI Usage Policy

South Thames Colleges Group's Generative AI Usage Policy provides guidelines for the responsible and ethical use of generative AI across the Group. The policy applies to all employees, students and stakeholders (including contractors and visitors) who interact with generative AI, defined as any technology that can generate new content, such as text, images, code, and music. Examples include ChatGPT, Google Bard, Claude, Gamma, DALL-E, and Co-Pilot.

Principles

The following principles guide the use of generative AI at the South Thames Colleges Group:

- Responsible use: Generative AI should be used in a way that is safe, fair, and equitable.
- Privacy and confidentiality: Data privacy and confidentiality should be protected at all times.
- Compliance: Generative AI should be used in compliance with all applicable laws and regulations.
- Accessibility and inclusivity: Generative AI should be accessible and inclusive to all users, regardless of their abilities or backgrounds.
- Training and support: The South Thames Colleges Group will provide information, training and support to staff and students on the responsible use of generative AI.

Specific Guidelines

In addition to the general principles above, the policy provides specific guidelines for the use of generative AI in the following areas:

- Education and training: Generative AI can be used to enhance education and training by providing personalised learning experiences, creating interactive simulations, and generating assessment materials. However, it is important to ensure that generative AI is used in a way that is fair and equitable, and that students are aware of the limitations of AI-generated content and risks of academic dishonesty.
- Administration: Generative AI can be used to automate administrative tasks, such as report writing and data analysis. However, it is important to ensure that AI-generated content is accurate and complete, and that it is used in a way that is respectful of user privacy.

South Thames Colleges Group's Generative AI Usage Policy provides a valuable framework for the responsible and ethical use of generative AI within the Group. The policy is based on the principles of responsible use, privacy and confidentiality, compliance, accessibility and inclusivity, and training and support.

In addition to the specific guidelines provided in the policy, there are a few other considerations that should be kept in mind when using generative AI:

Policy Title:	Generative AI Policy	Staff Member Responsible:	Vice Principal Quality, Digital & Learning Standards
Approval Date:	March 2024		

- Bias: Generative AI models can be biased, reflecting the biases in the data that they are trained on. It is important to be aware of this potential bias and to take steps to mitigate it.
- Transparency: It is important to be transparent about the use of generative AI, and to inform users when they are interacting with AI-generated content.
- Accountability: There should be a clear process for reporting and investigating any concerns about the use of generative AI.

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