

Policy on the Use of AI-Generated Materials by Teaching Staff

Purpose

This policy outlines the responsible use of artificial intelligence (AI) tools by teaching staff in the development and delivery of educational content. It aims to ensure high-quality teaching, uphold academic integrity, and promote transparency.

Scope

This policy applies to all teaching staff using AI tools (e.g. ChatGPT, Grammarly, QuillBot, AI lesson planners) in the planning, preparation, or delivery of lessons and learning resources.

Guidelines for Use

1. Professional Judgment

- AI tools may support lesson planning, resource creation, and administrative tasks.
- Final materials must be reviewed, edited, and adapted to meet learners' needs and institutional standards.

2. Transparency

- Where AI-generated content is used (e.g. handouts, quizzes, or model texts), it should be clearly acknowledged internally.
- Teachers should be prepared to explain how the content was created if asked by management or learners.

3. Academic Integrity

- AI should not be used to fabricate references, research data, or learner assessments.
- Teachers must avoid plagiarism by ensuring all AI-assisted outputs are original or properly attributed.

4. Data Protection

- Do not input personal or sensitive student data into AI tools unless approved for secure use under GDPR guidelines.

5. Pedagogical Appropriateness

- AI content should be checked for accuracy, cultural sensitivity, tone, and alignment with learning outcomes.
- Avoid over-reliance on AI; human interaction, creativity, and professional expertise remain central to good teaching.

Responsibilities

- **Teachers** are responsible for critically assessing AI outputs before use.
- **Academic Managers** should offer guidance and CPD to support informed, ethical AI use.
- **The Institution** will review this policy annually in response to technological and pedagogical developments.