POLICY 15

Responsible AI and Digital Learning

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Purpose and scope

AI may support career exploration, entrepreneurship, leadership and mentoring when the use has a defined purpose and a person remains accountable.

Appropriate use and assessment

Approved uses can include curriculum preparation, interview practice, translation, accessible materials, administrative analysis and guided research. Explain material AI use and the rules for assisted work. Provide reasonable non-AI alternatives and check for bias, language and accessibility barriers.

Use reliable sources to verify outputs and explain what was corrected or rejected. Preserve participant ownership and control over their work. Assign qualified people to admissions, assessment, funding, safeguarding and referrals. Automated outputs cannot make final decisions in these areas.

Data and tools

Use fictional or anonymized exercise data by default. Keep identifiable applications, CVs, health information, addresses, donor records and other confidential information out of public tools. Assess legitimate uses of personal information and obtain required approvals before processing it in an approved system.

Record the provider, purpose, permitted data, terms, privacy assessment, safeguards, accessibility alternative, trainer, evaluation, review schedule and exit plan for each approved tool. Respect copyright and licences.

Respond to harm

Stop unsafe use, correct misinformation and notify affected people when appropriate. Preserve only the evidence needed for review and escalate through the relevant incident or complaints route.

Records and review

The responsible lead keeps the records needed to demonstrate implementation, including relevant approvals, training, checks, incidents and corrective actions. Review this policy at least annually and after a material incident, change in law or funding, or significant program expansion. Refer material changes to the authority designated by Potter's House.