

# MidKent College Position Statement on the Use of Artificial Intelligence (AI)

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Our approach is guided by a simple principle: AI should enhance learning, not replace it.

## Preparing Learners for the Future

Artificial Intelligence (AI) is becoming an increasingly important part of education, employment and everyday life. At MidKent College, we believe it is our responsibility to help students develop the knowledge, skills and judgement needed to use AI confidently, safely and responsibly.

We are introducing age-appropriate access to Microsoft Copilot (13+) and other approved AI technologies in a carefully managed way to support teaching, learning and assessment, whilst maintaining high standards of academic integrity, safeguarding and data protection.

## A Risk-Based Approach

The College adopts a risk-based approach to AI. Not all AI tools carry the same level of risk, and not all learning activities require the same level of AI involvement. We evaluate AI technologies before their use and provide clear guidance to staff and students about when, where and how AI may be used.

This means approved AI tools are reviewed for safety, security and educational value; personal and sensitive information must never be entered into unauthorised AI systems; students receive guidance on responsible and ethical AI use; staff receive training; and human oversight remains central to educational and assessment decisions.

## Safe and Ethical Use

The College has established a set of guiding principles that underpin all use of AI across teaching, learning and business operations. These principles promote safety and safeguarding, data protection and privacy, transparency and accountability, fairness and inclusion, academic integrity and appropriate human oversight.

We recognise that AI systems can occasionally produce inaccurate, biased or misleading information. For this reason, staff and students are expected to critically evaluate AI-generated content rather than accepting it at face value.

## AI in Learning and Assessment

AI can be a valuable learning tool when used appropriately. It can help students generate ideas, explore concepts, receive feedback and develop digital literacy skills that are increasingly valued by employers.

To support consistency, MidKent College uses an AI Assessment Scale that helps staff determine the appropriate level of AI involvement for different learning activities and assessments. The purpose of the scale is to ensure that AI use remains appropriate, transparent and aligned with learning outcomes.

*For high-stakes summative assessments, including Level 2 through to Level 6 qualifications submitted to awarding organisations, AI is not used by staff to make assessment decisions. Where appropriate, AI may be used to help improve the clarity, tone or usefulness of feedback in low-stakes formative activities, but staff remain responsible for checking the accuracy and appropriateness of any feedback before it is shared with students.*

## Academic Integrity

The College remains committed to maintaining high standards of academic honesty and authenticity. Students are expected to acknowledge and use AI appropriately where allowed. Where concerns arise about the misuse of AI, staff follow a structured process that focuses on education, discussion and evidence-based decision-making.

The College's AI Plagiarism Flowchart provides a consistent framework for investigating concerns and distinguishing between legitimate AI-supported learning and inappropriate use.

## Why Microsoft Copilot?

As part of our AI strategy, the College is promoting the use of Microsoft Copilot because it offers enhanced organisational security and data protection features when used within approved College physical and digital environments. This enables staff and students to gain experience of AI technologies while reducing many of the risks associated with publicly available AI tools.

## Our Commitment

MidKent College is committed to ensuring that AI is used in ways that improve teaching, learning and student support; develop future-ready digital skills; protect learners, staff and data; promote ethical and responsible innovation; and maintain fairness, transparency and academic integrity.

By taking a measured, evidence-informed and risk-based approach, we aim to ensure that AI becomes a positive tool that supports learning, creativity and opportunity for all learners.

## Jack Webb

Ethics & Innovation Committee and Lead Practitioner on AI at MidKent College

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## Approval notes

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| Owner         | JW, AP Team / AI Lead, Chair E&IC |
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