

Staff Use of Artificial Intelligence for Learning, Teaching and Assessment Policy

To be read in conjunction with

- [Artificial Intelligence \(AO\) Usage Policy](#) (Internal use only)
- [Student Use of Artificial Intelligence for Learning, Teaching and Assessment Policy](#)
- [Arden University Statement on the use of artificial intelligence in assessment](#)

Classification – *Public*

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Definitions

Artificial intelligence or AI means the use of machine learning technology, software, automation, and algorithms to perform tasks and make rules or predictions based on existing datasets and instructions.

Generative AI is a type of artificial intelligence that can create new content such as text, image, audio, video code and data in response to instructions or prompts from a user. It works by identifying patterns in large amounts of information and generating outputs that are similar to, but not simply copies of, the content on which it was trained. It can support learning, creativity and problem solving. However, its outputs should always be reviewed, checked and used responsibly.

Agentic AI is an AI system that not only can generate content but also plan and carry out a series of actions to achieve a goal, often using tools, files or connected systems with human oversight.

Embedded AI tools means AI tools embedded in existing software approved and used at Arden University.

Google Gemini is Google's generative AI assistant, used through Gemini Enterprise. It answers questions, explains concepts, summarises text, and helps with planning and writing based on prompts you give it.

Google Gemini Notebook is a research tool that works only from documents you upload or link, such as lecture notes or readings. It answers questions, explains concepts and summarises texts based only on those sources, so it gives narrower and more accurate results for source-based work than a normal assistant.

Introduction

Artificial Intelligence is changing how people learn, work, identify and solve problems. As a staff member, you will have opportunities to use Google Gemini Enterprise, Gemini Notebook and other Arden-approved AI tools and systems, where appropriate, to enhance how you teach, assess and support our students.

Every Arden University staff member should have the opportunity to develop credible AI literacy, that is using AI effectively, critically, ethically and in discipline-relevant contexts, regardless of prior experience, background, discipline, language or accessibility needs. We want you to use AI with confidence, curiosity and good judgement.

Arden University trusts staff to make informed, ethical and responsible decisions about AI use. This policy is designed to support those decisions rather than restrict AI usage.

This policy outlines the expectations and guidance for staff use of Google Gemini Enterprise, Gemini Notebook and Arden-approved AI tools and systems regarding educational practice. Arden University (“we”, “our”, “us”, “the University”, “Arden”) will provide guidance, training opportunities and support to help you develop these skills. AI should support your work, not replace it. Staff remain responsible for the accuracy, appropriateness and quality of all guidance and resources provided to students and must not use AI as the sole basis for decisions affecting individual students.

About this policy

Who is covered by the policy?

This policy applies to all persons working for Arden University or on our behalf who have access to Arden University’s assets.

Arden-approved AI tools have been evaluated for privacy, security, accessibility and educational suitability. Therefore, these are the tools that you should use for professional purposes.

Policy responsibilities

All Arden colleagues are responsible for following the requirements of this policy and any other procedures related to the safe and appropriate use of AI in learning, teaching and assessment.

Compliance with this policy

Please ensure that you read, understand and follow this policy. Breach of this policy may be addressed via the University’s Disciplinary Policy and Procedure and Code of Conduct. If you accidentally share restricted information, stop and report it: [Reporting an Information Security Incident](#)

Policy Detail

Inclusive and equitable use of AI

Arden University recognises that staff will have different levels of experience, confidence and access to AI technologies. Arden University will seek to ensure that AI-related training activities, resources and guidance are accessible and inclusive. Colleagues should not be disadvantaged if an approved AI tool does not fully meet their accessibility needs. Alternative support or reasonable adjustments will be considered where appropriate.

Gemini Enterprise and Gemini Notebook are the Arden University provided platforms because their data privacy and encryption standards protect you and Arden University.

Developing critical AI literacy

Before using AI, take a moment to understand why you are using it, what task it is helping you with, and whether the proposed use complies with Arden's guidance on approved tools and acceptable use. Being clear about the purpose of the task will help you use AI more effectively, sustainably and responsibly.

Always approach AI outputs critically. AI systems can produce inaccurate information, invented references, biased content or incomplete answers. Treat outputs as a starting point rather than a final answer. Check important claims against reliable sources, verify references before using them, test any calculations or code, and consider whether alternative perspectives or viewpoints may be missing. Before sharing, publishing or relying on AI-generated content, make sure you understand it, can explain it and are confident that it is correct.

Staff must comply with the information protection requirements set out in the [Artificial Intelligence \(AO\) Usage Policy](#) (Internal use only) when processing student, institutional or third-party information.

Finally, be open and transparent about your use of AI. Where AI has made a significant contribution to a piece of work, communication or output, this should be acknowledged appropriately. Transparency helps maintain trust, supports responsible use of AI and ensures that others understand the role AI has played in developing the final output.

Using agentic AI

An AI agent can do more than generate content. AI agents can help automate tasks and support teaching, learning and assessment activities. Because agents can take action on your behalf, it is important to monitor and review their work.

You are responsible for the actions taken by an AI agent.

Before using an AI agent:

- Ensure AI is the appropriate solution for your task
- Give it a clear and limited task
- Check what information and systems it can access
- Give it only permissions it needs
- Monitor what it does
- Check its work
- Make sure you can stop or reverse its actions

You must review and approve important actions before an agent sends, publishes, deletes or changes anything.

Never allow an AI agent to make decisions about students, make decisions about staff, communicate autonomously on sensitive matters, access or process restricted information, modify official records, create educational content without oversight or act independently of oversight. Please refer to the [Information Security Policy](#).

Agents may support work, but they must never become the decision-maker.

Educational decision-making

AI may support educational decision-making but must not replace professional academic judgement or determine outcomes. Examples include progression, extensions, appeals, reasonable adjustments, misconduct or awards.

AI may be used to help identify learners who may benefit from additional support. Any such use must be subject to appropriate human oversight and must not replace professional judgement.

Student submissions, feedback, assessment records and other educational data may only be processed using approved systems and in accordance with University information governance requirements.

AI for learning and teaching

AI can be used to support the design and delivery of learning and teaching activities. Arden University-approved AI tools such as Gemini Enterprise and Gemini Notebook may help you develop learning resources, create case studies and scenarios, generate ideas, summarise information and explore how AI is being used within different professions and industries. Used appropriately, AI can enhance the student learning experience.

AI should support, not replace, professional expertise and educational judgement. You must review all AI-generated content before sharing it with students or staff to ensure its accurate, inclusive, accessible and aligned with learning outcomes. You remain responsible for the quality and suitability of all learning materials and should use AI in ways that encourage students to develop AI fluency, think critically, evaluate information and develop responsible and ethical AI literacy. The aim is to help students develop the skills, judgement and confidence needed to work effectively and ethically in an increasingly AI-enabled world.

You must be transparent in how you have used AI for learning and teaching.

AI for assessment

Staff responsible for assessment must ensure that what constitutes acceptable use of AI in assessment is clearly communicated to students through assessment documentation and supporting guidance. Assessment requirements should align with the University's statement on the Use of AI in Assessment and should be appropriate to the learning outcomes being assessed. Staff should be sure that students understand any restrictions, permissions or declaration requirements before undertaking an assessment.

AI may only be used as a supportive, administrative and formative tool. All formal grading and academic judgement remain exclusively with staff. Fully automated or unchecked AI marking for summative assessment is prohibited.

- As per guidance from the Quality Assurance Agency and Jisc, there are significant technical limitations in current AI-detection technology. No academic integrity decision should be based on the output of an AI-

detection tool. Human tutors must conduct an academic review before raising any academic conduct query.

- AI tools may assist in structuring feedback, drafting initial comments, or generating rubric-aligned suggestions. Tutors must review, refine, and contextualise all feedback to ensure accuracy and personal relevance to the learner.
- Autonomous AI marking is prohibited. You must not use AI to autonomously grade or award final summative marks.
- All summative marks and final decisions require human academic judgement and standard internal/external moderation.

Please refer to the [Arden University Statement on the use of artificial intelligence in assessment](#) for more information.

Where professional, statutory or regulatory body requirements deviate from this policy, those requirements take precedence.

Challenge bias and consider impact

AI systems can reproduce unfair assumptions, stereotypes or gaps in the information on which they were developed.

When working with AI systems, consider

- Whose viewpoints are represented
- Whose knowledge may be missing
- Whether the output treats people fairly
- Whether accessibility needs have been considered
- Whether the language reinforces stereotypes
- Who could be adversely affected using the output

Ethics

Staff must comply with the ethical requirements set out in the [Artificial Intelligence \(AO\) Usage Policy](#) (Internal use only).

Academic integrity and copyright

Academic integrity is about using AI fairly, honestly and responsibly and applies to both students and staff. As staff, you must give credit to your sources, acknowledge how AI contributed to your work and ensure that anything you produce reflects your own understanding and judgement. You must not use AI to

disguise plagiarism, create false evidence or present AI-generated work as entirely your own.

For information on student academic integrity and misconduct, see [Quality Assurance Document QA23: Academic Integrity and Misconduct](#).

Copyright protects original works such as books, articles, images, videos, music and code. When using AI, only upload or reuse material you have permission to use, and always credit the original creator where required.

Social and environmental impact

Staff should use AI thoughtfully, ethically and proportionately, considering its potential impacts on individuals, society and the environment. Staff should help students understand both the opportunities and limitations of AI and encourage responsible and sustainable use.

Computing, including AI, uses precious metals, resources and power. AI tools also require data centres that produce electronic waste, which contributes to environmental issues (United Nations, 2025). Consider the environmental impact of digital technologies, including AI, and use them thoughtfully and purposefully.

Review Period

Arden University will review, and where necessary, revise this policy at suitable intervals (annually or in response to any significant changes in legislation or business purpose) to ensure that the information within this policy is kept up to date in line with legislation and best practice requirements.

Communication and Awareness of this policy

This policy will be available to all Arden University staff through [Regulatory Framework, QA Policy, Wider Sector Policy and Guidance](#)

Co-pilot and Gemini Enterprise were used to support and refine this policy document.

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