

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

To be read in conjunction with

[Arden University Statement on the use of AI 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 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 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.

Personal information means information that identifies, relates to, describes, is capable of being associated with, or could reasonably be linked, directly or indirectly, with a particular person or household.

Introduction

Artificial Intelligence is changing how people learn, work, create and solve problems. During your studies, you will have opportunities to use Google Gemini Enterprise, Gemini Notebook and other Arden-approved AI tools and systems, where appropriate, to support your learning.

Every Arden University student 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. Our goal is to progress you from AI practitioner, who can use approved AI tools safely and effectively, to becoming AI fluent, able to select, evaluate, challenge and use AI appropriately in different academic and professional contexts.

We want you to use AI with confidence, curiosity and good judgement. Used well, Gemini Enterprise and Gemini Notebook can help you:

- Explore unfamiliar ideas and refine your understanding of a topic
- Consider different perspectives
- Ask better questions
- Organise information and suggest frameworks you might use to structure your work
- Generate example content for inspiration
- Practise skills and generate questions to help you check your own knowledge
- Improve the format and presentation of your own work
- Improve your digital confidence
- Prepare for AI-enabled workplaces

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

This policy outlines the expectations and guidance for student use of Google Gemini Enterprise, Gemini Notebook and Arden-approved AI tools and systems. AI should support your learning, not replace it. You remain responsible for the academic decisions you make and the work you submit. Arden University (“we”, “our”, “us”, “the University”, “Arden”) will provide guidance, learning opportunities and support to help you develop these skills.

Arden University is committed to full compliance with applicable laws related to the use of AI in the countries in which Arden University provides products and services. Additionally, Arden University is committed to the ethical use of AI.

Why AI matters

- AI literacy is a graduate capability

- AI is transforming professions
- Critical understanding of AI is part of modern scholarship
- AI presents opportunities as well as limitations

About this policy

This policy should be read in conjunction with, amongst others:

- [Arden University Statement on the use of artificial intelligence on assessment](#)
- [Student Charter](#)
- [Quality Assurance Document QA 23: Academic Integrity and Misconduct](#)
- [Ethics Policy](#)
- [Equality, Diversity and Inclusion Policy](#)

For all Arden University student policies, visit [Arden University | Regulatory Framework](#)

Who is covered by the policy?

This policy applies to all students enrolled directly with Arden University in:

- Blended Learning (on-campus), including international students under university sponsorship
- Distance Learning
- Apprenticeship programmes

It covers:

- Generative AI
- Agentic AI
- AI assistants embedded in software
- Arden-created AI agents*
- Student-created AI agents used for learning activities*
- Third-party AI services used in connection with your studies

*An AI agent is a system that can independently perform tasks, make decisions within defined limits, and take actions on a user's behalf while operating under human oversight and accountability.

Arden-approved AI tools have been evaluated for privacy, security, accessibility and educational suitability. Therefore, these are the only tools that you should use for institutional information, learning materials or students' work unless your tutor, a disability or wellbeing advisor, or other Arden University staff member has explicitly authorised another tool or service.

For wellbeing and mental health support, you should continue to use relevant Arden University [Wellbeing Services](#) or contact your GP. Gemini Enterprise and Gemini Notebook are not to be used for therapy, medical or health advice.

Policy responsibilities

All Arden University students are responsible for following the requirements of this policy and any other procedures related to the safe and appropriate use of AI.

Compliance with this policy

Please ensure that you read, understand and follow this policy. Most students use AI appropriately and responsibly. Where concerns arise, the University will address these through the relevant academic integrity, conduct or disciplinary processes.

Policy Detail

Inclusive and equitable use of AI

Arden University recognises that students will have different levels of experience, confidence and access to AI technologies. Some students may be new to AI, use English as an additional language, require accessibility adjustments, have limited access to technology or come from educational backgrounds where AI has not been widely available. The University is committed to providing guidance, learning opportunities and support to help all students develop AI literacy and fluency at an appropriate pace.

Arden University will seek to ensure that AI-related learning activities, resources and guidance are accessible and inclusive. Students 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.

Where access to technology, connectivity or digital skills presents barriers to participation, students should visit the Arden [University Student Hub](#) and the [Cost of Living Portal](#). No student should be disadvantaged because of unequal access to digital resources.

Official Tool

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

Your AI onboarding

Before you are provided access to Gemini Enterprise and Gemini Notebook, you will be providing training on the fundamentals of Gemini Enterprise and Gemini Notebook. Lecturers will receive the same training opportunities. Across your qualification, you will be provided opportunities to develop your AI literacy skills.

You will be invited to attend an online AI session to learn the fundamentals of Gemini Enterprise and Gemini Notebook. Across your studies, with ongoing support and guidance from Arden University, you will progress from an AI practitioner to an AI-fluent graduate.

Five rules for developing critical AI literacy

1. Check before you use it

Before you begin each assessment, ensure you know how you can and cannot use AI.

2. Use AI for learning

AI can help you understand difficult ideas, learn at your own pace, practice and revise, receive feedback, develop critical thinking, explore ideas, improve problem identification and problem-solving skills, build confidence and more.

3. Check everything

AI can produce incorrect information, invented references and biased responses. Evaluate AI outputs critically and apply your academic judgement.

Make sure you

- Check important claims against reliable sources
- Find and read any source before citing it
- Test AI-generated calculations or code
- Look for missing or unfair perspectives

- Make the final academic decision yourself

Before submitting your work, ensure you understand, can explain and can justify the ideas, evidence and decisions presented.

4. Protect information

Protect your privacy and the privacy of others when using AI.

Do not enter:

- Passwords
- Personal or sensitive information
- Confidential placement or workplace information
- Commercially sensitive information
- Private information about another person
- Unpublished research data
- Examination or assessment questions
- Material you do not have permission to share

If you accidentally share restricted information, stop and report it through dpo@arden.ac.uk

5. Be open and transparent

If AI has contributed to your assessed work, acknowledge the use by referencing it. At Arden, most students use the AU Harvard referencing style. However, students studying psychology and similar degrees use APA referencing and law students use OSCOLA referencing.

Using agentic AI

An AI agent can do more than generate content. AI agents can help automate tasks and support learning 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:

- Consider where information is downloaded and stored
- 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, submits, deletes or changes anything.

Never allow an AI agent to submit academic work on your behalf.

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 by the use of the output

Ethics

You are required to act in an ethical manner when using AI. Accordingly, there may be uses of AI that are legally permissible, but which do not meet ethical requirements.

Your use of AI while you are a student at Arden University should support your learning, professional development and responsible participation in society. Your use of AI should not compromise the University's core values or introduce undue risk to the organisation.

You should conform to the following ethical guidelines

- Prior to inputting personal information into an approved-AI system, ensure you have obtained informed consent from the individual(s) whose personal information will be inputted
- Be honest about how AI helped in getting the work done
- Do not use Arden-approved AI tools or systems for any purpose that breaches University policies, professional standards, or the rights and wellbeing of others.

Academic integrity and copyright

Academic integrity is about using AI fairly, honestly and responsibly in the assessment process while developing your own skills as a student. Scholarship involves researching, understanding and building upon the ideas of others, including content supported or generated by AI. You must give credit to your sources, acknowledge how AI contributed to your work and ensure that anything you submit reflects your own understanding and judgement.

You must not use AI to disguise plagiarism, create false evidence or submit AI-generated work as entirely your own. If AI is used without appropriate checking or acknowledgement, this may be considered poor academic practice or academic misconduct. Remember, acknowledging AI use does not replace citing the books, articles and other sources that informed your work. Poor academic conduct is often the result of misunderstanding, over-reliance, or inadequate skills development rather than deliberate deception. Examples include:

- Using fabricated references
- Over-reliance on AI
- Failing to check facts
- Forgetting required acknowledgement

Academic misconduct is when you use AI in a way that gives you unfair academic advantage or misrepresents your own knowledge, understanding, skills, effort or achievement. Examples include:

- Submitting AI-generated work as your own
- Fabricating evidence
- Disguising plagiarism
- Using AI when prohibited

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.

Please refer to the [Learning Success Hub Academic Integrity](#) page for more information.

Before submitting your work

Ask yourself:

- Am I allowed to use AI for this assessment?
- Has AI helped me learn rather than replaced my learning?
- Have I checked the facts, sources, calculations or code?
- Have I protected personal and confidential information?
- Can I explain the work in my own words?
- Have I been transparent in my use of AI?
- Have I reviewed any actions taken by an AI agent?

If the answer to any of the above is **no** or **I'm not sure**, pause and speak to your tutor.

The key principle: Use AI to strengthen your knowledge, skills and judgement, not to replace them.

Social and environmental impact

We should seek to use AI in a way that contributes positively to society and minimises harm. For example, AI must not contribute to inappropriate surveillance, de-skilling, or erosion of trust. Individuals must be aware when they are interacting with AI and AI-generated outputs should be clearly labelled as AI.

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.

What you can expect from us

Arden University will:

- Provide access to approved AI tools, guidance and training

- Explain assessment expectations clearly
- Provide opportunities to develop AI literacy and fluency
- Offer support for students who are new to AI
- Consider accessibility requirements and reasonable adjustments
- Review AI guidance regularly to ensure it remains relevant and inclusive
- Support students in using AI ethically and responsibly without fear of penalty

Sources of support

Explore the links below to get academic success support, student support or wellbeing support.

- [Learning Success Hub](#)
 - [Artificial Intelligence | Learning Success Hub](#)
 - [Academic Integrity](#)
 - [Digital skills](#)
- [Academic Advice](#)
- [Student Support](#)
- [Wellbeing Services](#)

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 students xxx.

This policy was developed in consultation and will continue to evolve through student feedback.

Co-pilot was used to support and refine this policy document.

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