PCI College
Established 1991

Artificial Intelligence (AI) Policy

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1. REVISION HISTORY AND APPROVAL

Revision	Nature of change	Approval	Date
1.0	First Issue	JL	08/08/23
1.1	Review	AC	30/6/2025

2. ARTIFICIAL INTELLIGENCE (AI) POLICY SCOPE

2.1. This policy establishes guidelines for the appropriate use of Artificial Intelligence (AI) in PCI College and applies to Blended and fully online programmes. It aims to ensure ethical and responsible integration of AI-assisted technologies while outlining the consequences for misuse or unethical practices related to AI in academic settings.

3. ETHICAL USE OF AI

3.1. Students and staff must prioritise ethical considerations when utilising AI in any context, academic or otherwise. Ethical use encompasses transparency, fairness, accountability, and the protection of individual privacy rights.

3.2. All AI applications should adhere to relevant laws, regulations, and ethical guidelines established by regulatory bodies and/or academic organisations.

3.3. Only tools approved for use by the college, as outlined in the AI Use for Staff and Lecturers Guidelines and the AI for Academic Writing Guidelines, can be utilised by staff, lecturers and students.

3.4. Where personnel wish to use AI tools outside of those approved for use by the college, they must complete the Artificial Intelligence Tool Impact Assessment (AITIA) form and return this to the college's Data Protection Officer at DataProtection@pcicollege.ie

4. AUTHORISED USAGE OF AI

4.1. The use of AI in PCI College is permitted for research, teaching, administrative tasks, and enhancing student learning experiences, provided it aligns with the institutional goals, values and is executed according to academic best practice and integrity.

4.2. PCI College encourages interdisciplinary collaboration to explore AI technologies in various academic domains, while ensuring that AI systems are used with academic rigor and integrity.

4.3. Staff and lecturers must adhere to the PCI College AI Use for Staff and Lecturers Guidelines when selecting and utilising AI tools. Only the AI tools approved within these guidelines are authorised for use by staff and lecturers.

4.4. Students must adhere to the PCI College AI for Academic Writing Guidelines when utilising AI tools for academic writing.

5. DATA PRIVACY AND SECURITY

5.1. Students and staff must prioritise the protection of personal data and privacy when using AI technologies.

5.2. All AI-related projects involving personal data must comply with applicable data protection laws and regulations.

5.3. Students and staff are not permitted to a use PCI College Username or email when accessing AI as this exposes the organisation to a heightened risk of a GDPR data breach.

5.4. When making an application to use an AI tool not on the college approved list ensure to read the Terms and Conditions of AI packages before submitting the AITIA form. Some AI tools claim intellectual ownership of the files submitted after a period of time. E.g. a transcription AI called 'Whisper' can take recordings that have been made and transcribe them, these recordings are then held in its database. This is can be problematic when the people in the recording did not give consent for this. Tools such as this are unlikely to be approved by the college's Data Protection Officer.

5.5. By submitting materials to AI, you are granting the service the right to re-use and distribute the content. Students must prioritise the protection of personal data and privacy when using AI technologies. Never input private, personal, sensitive, copyrighted material and or PCI College intellectual property into an AI source. For example, it is not permitted to input a

module narrative, course content, internal policy, etc, to an AI tool and ask for feedback, edits, etc.

6. TRANSPARENCY AND EXPLAINABILITY

6.1. When AI systems are employed, students and staff should strive to ensure transparency and explainability in their functioning. This means users should have a clear understanding of how the AI systems make decisions or predictions.

6.2. AI research for academic purposes should be conducted with transparency, clearly documenting the methods, algorithms, and data sources used. Where AI systems are used as a research tool, students must transparently provide all search terms and prompts given so as to ascertain the origin of the work submitted.

6.3. Students should strive to provide meaningful explanations and justifications for the decisions or outputs generated by AI systems. This section should be clearly headlined in the body of work.

6.4. Failure to use AI systems transparently in academic work will result in consequences for Cheating as outlined in the Assessment of Learners Policy and Procedure.

7. REPERCUSSIONS FOR MISUSE OF AI

7.1. Any misuse or unethical use of AI in PCI College by students will be subject to disciplinary action according to the Academic Misconduct procedure as outlined in the Assessment of Learners Policy and Procedure.

7.2. Any misuse or unethical use of AI in PCI College by staff will be subject to disciplinary action according to the disciplinary procedure as outlined in the Staff Handbook.

8. BENEFICENCE AND NON-MALEFICENCE

8.1. The primary objective of using AI as a research tool should be to promote the well-being and benefit of individuals and society as a whole.

8.2. AI research should strive to minimize harm and potential negative consequences to participants, users, and stakeholders.

9. RESPECT FOR AUTONOMY

9.1. The autonomy and agency of individuals participating in AI research should be respected.

9.2. Informed consent should be obtained from participants, ensuring they have a clear understanding of the purpose, risks, and benefits of the research.

9.3. Personal and identifiable details must never be input to any AI search box at any stage. NO EXCEPTIONS.

9.4. College copyrighted material, such as programme handbooks, course materials (slides, lesson plans), website content, etc., must never be input to an AI search box at any stage. NO EXCEPTIONS.

10. FAIRNESS AND EQUITY

10.1. AI research should be conducted in a manner that ensures fairness and avoids discrimination or bias based on characteristics such as race, gender, religion, ethnicity, or socioeconomic status.

10.2. Efforts should be made to mitigate any unintended biases or unfair outcomes that may arise from AI algorithms or data collection processes.

11. PRIVACY AND CONFIDENTIALITY

11.1. The privacy and confidentiality of individuals involved in AI research should be protected.

11.2. Adequate measures should be in place to secure and anonymise data to prevent

unauthorised access or unintended identifiability.

12. ACCOUNTABILITY AND RESPONSIBILITY

12.1. Researchers should uphold high standards of professional conduct, taking responsibility for the impact of their AI research.

12.2. Clear lines of accountability should be established, ensuring that researchers are aware of their obligations and consequences for any ethical violations.

13. ETHICAL CONSIDERATIONS IN PUBLICATION AND DISSEMINATION

13.1. Research findings and outcomes should be accurately and transparently reported, ensuring that potential limitations, biases, and ethical considerations are acknowledged.

13.2. Researchers should strive to disseminate their work in a manner that is accessible, understandable, and beneficial to both the academic community and wider society.

13.3. By adhering to this ethical framework, PCI College staff and students can ensure that AI research is conducted with integrity, promoting the well-being of individuals, and advancing knowledge and innovation while respecting ethical principles and values.

14. ONGOING EVALUATION AND REVIEW

14.1. This policy statement will be periodically reviewed and updated to align with evolving technologies, legal requirements, and ethical standards surrounding AI in third level education.

15 LINKED POLICIES AND PROCEDURES

Linked Policies	Assessment of Learners Policy
Linked Procedures	Assessment of Learners Procedure Artificial Intelligence for Academic Writing Guidelines AI Use for Staff and Lecturers Guidelines Artificial Intelligence Tool Impact Assessment (AITIA) form