



Guidance for the Use of AI by Staff and Students

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Artificial Intelligence (AI) is transforming the way we teach, learn, and work across the education sector. At Borders College we recognise both the opportunities and challenges that AI presents for staff and students. From enhancing learning experiences to streamlining administrative tasks, AI tools can offer significant benefits when used responsibly and ethically.

This guidance document sets out clear principles and practical advice for the appropriate use of AI within our College community. It aims to ensure that AI is used in a way that supports academic integrity, protects personal data, and aligns with our commitment to fairness, transparency, and quality education. By following this guidance, staff and students can harness the potential of AI while maintaining trust and compliance with relevant policies and regulations.

This document also reminds staff and students of the relevant existing College policies that usage of AI services are covered by.

Recommendations

- Do not share personal data (your own or others), confidential information or otherwise restricted College data to AI Services", e.g. unpublished financial forecasts or management reports or course content that could be commercially sensitive with AI services.
- Do not share/add otherwise restricted College data to AI Services", e.g. unpublished financial forecasts or management reports or course content that could be commercially sensitive.
- AI services commonly make mistakes and provide incorrect information. Remember that you are responsible for the quality and accuracy of any work you produce using the assistance of AI services.
- Students may not present work produced by AI services as their own as this will be dealt with as plagiarism/malpractice.
- When exploring AI services we recommend the use of Microsoft Copilot via your College IT account. This service has a number of protections that are not necessarily applied by other AI services such as:
 - Data shared with Copilot by College staff is subject to the same data protection and privacy protections as our other Microsoft services including both that your data is not shared with undisclosed third parties and that your data is not used to train Microsoft's AI models.
 - In any examples where students are asked to use Copilot via their College IT account, the service is aware of the age of the user and applies additional protections to users under 18 such as removal of personalisation, advertisement tracking and use of data for model training.

- **Staff** – where in doubt about usage of AI services please contact your line manager who will co-ordinate with IT & Digital. This is particularly relevant for ‘free’ AI tools where the College has no contract with the service provider. If a particular AI tool is considered necessary it should be checked and approved by IT & Digital and used with a licensed College account.
- **Students** – where in doubt about usage of AI services please contact your lecturer or course tutor who can advise you further.

Applicable policy

Staff and students should remain aware that AI tools and their usage are subject to the College’s existing policies in the same way as any other data processing services. The policies below should be kept in mind when considering appropriate use of AI services.

Data Protection Policy

- Personal data (staff, student or third party) and confidential data (e.g. financial records etc.) may not be shared with an AI service unless that service has undergone a Data Protection Impact Assessment with our Data Protection Officer that authorises the use of the service for a specific purpose(s).
- Any personal data shared with an AI service by staff may be requested by the subject of that personal data as part of a Subject Access Request; the College must have the ability to locate such data to provide a response

Malpractice Policy

- Any work submitted by a candidate produced by an AI service that does not credit the AI service as the source of the work is an example of plagiarism and treated as candidate malpractice.

Curricular Development Policy and Procedure (Agreed Nationally)

- Any staff developing curriculum content using an AI service is obligated to ensure that the content is correct and up to date and in accordance with QELT(M) Quality and Equality in Teaching and Learning (Material) guidelines.
- The Approvals Committee (held prior to Curriculum and Quality Team meeting) is responsible for approving any development work including development that uses AI services.

Equality, Diversity and Inclusion Policy

- Usage of AI services by curriculum staff to produce course content must ensure that delivery and learning materials promote equality, diversity and inclusion where possible.
- Usage of AI services must be assessed by an Equality Impact Assessment where it may affect equality, diversity and inclusion for staff, students or other partners e.g. usage of AI tools as part of recruitment.

Assessment board guidance

- Curriculum staff should be aware of the guidance provided by the exam boards for the specific courses they are delivering
 - **SQA** guidance on acceptable use of Generative Artificial Intelligence (GenAI) tools in assessments for the 2025-26 session – https://www.sqa.org.uk/sqa/files_ccc/ai-in-assessment-2025-26-academic-session.pdf