



KAGUMO TEACHERS' TRAINING COLLEGE

ARTIFICIAL INTELLIGENCE (AI) POLICY, PROCEDURES AND STANDARDS MANUAL

2026



KAGUMO TEACHERS' TRAINING COLLEGE

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ISO 9001:2015 CERTIFIED

A BRIEF BACKGROUND OF THE COLLEGE

Kagumo TTC - which started as a primary school- has a long history as an institution of learning; a history that stretches back to the early years of the 20th century. The land parcels on which the College stands were acquired for institutional purposes through the intervention and mediation of the African council in 1928. However, the actual construction of the first buildings – offices for the principal – began in 1930.

The institution incorporated a primary teachers' training College in 1944 with a humble enrolment of eight (8) students and a small staff of six (6). Later, it expanded to cater for an increased demand for teachers in the country. This significant expansion was strengthened further when Kagumo became an academic complex through the introduction of a secondary school wing in 1949.

In 1982, the College underwent another significant upgrading. It started offering the Diploma in Teacher Education (DTE) curriculum whose graduates were posted to secondary schools. In this upgrading, the College was responding to the demands of the social and economic dynamics of the time. The first batch of 283 DTE trainees graduated in 1984.

The College grew successfully through the 1980s. However, due to further challenges, adjustment to the curriculum was inevitable. The year 1990 saw the phasing out of some subjects in humanities; precisely, Kiswahili, C.R.E., History and Geography. Among other reasons, this consideration was aimed at increasing the capacity of the College to train teachers in the highly needed science-based subjects. Consequently, Physics, Chemistry, Biology and Mathematics were introduced into the diploma curriculum. The aforesaid transformation was taking place while then first lot of the newly introduced 8-4-4 system of education was approaching its secondary level maturity stage with the first lot of the 8-4-4 system trainees being admitted for the DTE course in 1993.

Another concomitant consideration was the upward revision of the course duration from two (2) to three (3) years. Similarly, the duration of the teaching practice was increased to two terms taken during the final year of study. In 2022, in alignment to the Governments new education system, the first cohort of 314 students to train under the Competency-Based Curriculum was admitted.

OUR VISION, MISSION AND CORE VALUES



Our Vision

A Transformative, Self-directing and
Competent Teacher



Our Mission

To provide inclusive and market-
driven teacher education and training



Core Values

We commit to championing the following core values as the guiding principles in our undertakings:

God's guidance	We depend on God and recognize God as the ultimate owner of all talents, resources, and opportunities that we use on a daily basis
Integrity	We are honest, impartial and trustworthy at all times as we relate with our colleagues, customers and all stakeholders. We deliver our services in a manner which is fair and free of discrimination or preferential treatment
Professionalism	We value our work, and act in a reliable manner that depicts our expertise and competences. We deliver as a team and take great pride in our accomplishments
Innovation & Creativity	We promote accessibility and affordability, seek new and more effective approaches to education, while exercising creativity as we chart inventive paths into the future
Team Work	We foster teamwork by creating a culture that values collaboration and seeks out different perspectives. We value the significant contributions that come from a wide range of viewpoints, experiences, and knowledge.

DOCUMENT CONTROL

Document Location:	Kagumo Teachers' Training College
Sign off	
Reviewers	Role
Mrs. Irene Mwangi	Chief Principal, Secretary to the Board of Management
Mr. Joanally Ndegwa Kiririu	Board of Management Chairperson

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POLICY APPROVAL

The AI policy has been approved and issued under the signature of:

Mrs. Irene Mwangi
CHIEF PRINCIPAL

Signed



This Date 17/7/2026

Mr. Joanally Ndegwa Kiririu
CHAIRPERSON, BOARD OF MANAGEMENT

Signed



This date 7/7/2026

FOREWORD

Kagumo Teacher's Training College has actively participated in the implementation of the wider Government of Kenya policies, the Vision 2030 Strategy, and the ongoing digital transformation agenda in education and public service delivery. In this regard, the College has established internal structures to manage reform initiatives aimed at enhancing efficiency, effectiveness, and innovation in teacher training and institutional management. This has been achieved in line with its vision statement: *"A Transformative, Self-directing and Competent Teacher."*

The College has already integrated several digital systems, including the Enterprise Resource Planning (ERP) system for institutional operations and the e-assessment system provided by the Kenya National Examinations Council (KNEC). In the near future, the College also intends to fully operationalize an e-learning system and further expand its digital learning ecosystem. In addition, emerging technologies such as Artificial Intelligence (AI) are increasingly becoming central to teaching, learning, research, and administration.

However, the College acknowledges that it has not fully established a comprehensive framework to guide the safe, ethical, and effective use of Artificial Intelligence technologies. The field of AI is rapidly evolving, complex, and highly dynamic, both in terms of available tools and the skills required for their effective application. The College has also operated without a clearly defined AI policy to guide capacity utilization, governance, and management of emerging risks and opportunities in this area. The challenge, therefore, is to develop a clear vision and appropriate implementation framework that anticipates technological change while identifying opportunities that go beyond traditional educational practices. The development of this AI Policy has therefore become a priority if the College is to fully harness the benefits that Artificial Intelligence promises.

Artificial Intelligence technologies, which include intelligent tutoring systems, machine learning applications, natural language processing tools, and automated analytics systems, are potentially powerful enabling tools for educational transformation and reform. When used appropriately, AI can help expand access to education, enhance personalized learning, strengthen the relevance of training to the increasingly digital workplace, and improve educational quality by making teaching and learning more engaging, interactive, and responsive to individual learner needs.

However, global experience with the adoption of AI and related digital technologies in education indicates that the realization of these benefits is not automatic. The effective integration of AI into education systems is a complex and multifaceted process that involves not only technology, but also curriculum design, pedagogy, institutional readiness, teacher competencies, ethical considerations, data governance, cybersecurity, and sustainable financing. Indeed, while acquiring AI tools may be straightforward given sufficient resources, ensuring their responsible, equitable, and effective use requires deliberate planning and strong governance structures.

This AI Policy has therefore come at the right time for Kagumo Teachers' Training College, with the intention of streamlining the adoption, governance, and use of Artificial Intelligence in educational transformation. The policy provides a clear framework for the ethical, secure, and effective use of AI technologies within the College. It seeks to address key issues in AI adoption in education, including ethics, data protection, cybersecurity, academic integrity, effectiveness, equity, accountability, and sustainability.

I therefore urge all stakeholders—management, staff, students, and partners to fully embrace and support the implementation of this policy as we collectively work towards advancing teaching, learning, research, and institutional excellence at Kagumo Teachers'

Mr. Joanally Ndegwa Kiririu

Signed This Date _____

CHAIRPERSON, BOARD OF MANAGEMENT.

KAGUMO TEACHERS' TRAINING COLLEGE

PREFACE

The rapid advancement of Artificial Intelligence (AI) and digital technologies is reshaping every aspect of human life, including education, governance, research, and industry. In recent years, AI has evolved from being a specialized technological concept into a practical tool that is increasingly influencing how knowledge is created, delivered, assessed, and applied. This transformation calls for a deliberate and structured response from educational institutions to ensure that these technologies are harnessed responsibly and effectively.

Kagumo Teachers' Training College recognizes that the future of education will not be defined only by access to information, but by the ability to intelligently interpret, apply, and innovate with that information. In this new era, the role of institutions is shifting from being custodians of knowledge to becoming facilitators of critical thinking, creativity, problem-solving, and lifelong learning. Artificial Intelligence presents both an opportunity and a challenge in this regard, requiring clear guidelines to ensure its ethical and productive integration into academic and administrative processes.

In many parts of the world, AI is already being used to personalize learning, automate administrative tasks, support research, and enhance decision-making. However, without proper governance, these technologies may introduce risks such as academic dishonesty, data misuse, bias in automated systems, and over-reliance on machine-generated outputs. It is therefore essential that institutions establish a clear framework to guide responsible adoption, ensuring that AI serves to enhance human capability rather than replace it.

This AI Policy for Kagumo Teachers' Training College provides a structured foundation for the safe, ethical, and effective use of Artificial Intelligence within the institution. It is designed to guide staff, students, and stakeholders in understanding not only the benefits of AI, but also the responsibilities that come with its use. The policy emphasizes academic integrity, data protection, cybersecurity, inclusivity, and accountability as key pillars for sustainable AI integration.

The policy further aims to support the development of a digitally competent academic community that is capable of engaging with emerging technologies confidently and responsibly. It also seeks to promote innovation in teaching, learning, and research while ensuring that human judgment, ethical considerations, and institutional values remain central in all AI-driven processes.

It is my hope that this policy will serve as a practical and forward-looking guide that will enable Kagumo Teachers' Training College to fully embrace the opportunities presented by Artificial Intelligence while effectively managing its risks. I therefore encourage all users to internalize, implement, and uphold the provisions of this policy as we collectively advance towards a more innovative, efficient, and technologically empowered institution.

Mrs. Irene Mwangi **Signed This Date**_____

CHIEF PRINCIPAL.

KAGUMO TEACHERS' TRAINING COLLEGE

EXECUTIVE SUMMARY

This Artificial Intelligence (AI) Policy for Kagumo Teachers' Training College provides a comprehensive framework for the ethical, secure, and effective integration of AI technologies in teaching, learning, research, administration, and institutional management. The policy is designed to align with the Constitution of Kenya, the Data Protection Act (2019), relevant ICT standards, and the College's strategic vision of developing "*A Transformative, Self-directing and Competent Teacher.*"

Chapter One introduces the background and purpose of the policy, highlighting the need for structured AI governance in response to rapid technological advancement. It establishes the scope of application across all College stakeholders, including staff, students, researchers, and administrators, and defines key AI-related terms to ensure a common understanding.

Chapter Two outlines the objectives of the policy, which include promoting ethical and responsible AI use, enhancing teaching and learning, supporting research and innovation, strengthening data protection and cybersecurity, and building institutional capacity for sustainable digital transformation.

Chapter Three sets out the governance framework for AI use in the College. It defines institutional structures responsible for oversight, clarifies roles and responsibilities of users and administrators, and establishes compliance mechanisms to ensure accountability, transparency, and ethical adherence in all AI-related activities.

Chapter Four focuses on the integration of AI in teaching, learning, and research. It highlights the use of AI in personalized learning, smart assessments, educational chatbots, virtual tutoring, lesson preparation, and accessibility support. It also emphasizes the importance of validating AI-generated content, maintaining academic integrity, and ensuring transparency in research processes.

Chapter Five addresses data protection and cybersecurity. It emphasizes compliance with national data protection laws and institutional ICT policies, and outlines measures such as secure data handling, user consent, data minimization, firewalls, secure authentication, regular backups, access controls, and cybersecurity awareness training to safeguard institutional information systems.

Chapter Six provides guidelines on AI infrastructure and procurement. It ensures that acquisition of AI systems follows public procurement regulations and institutional standards, while emphasizing the development of reliable infrastructure such as servers, internet connectivity, storage systems, and backup facilities. It also highlights the importance of regular maintenance, system updates, and vendor support.

Chapter Seven focuses on capacity building and awareness. It provides for continuous training of staff and students in AI fundamentals, ethical AI use, AI applications in education, cybersecurity, and emerging technologies. It also promotes awareness programs to foster responsible and informed use of AI across the College community.

Chapter Eight outlines monitoring and evaluation mechanisms. It establishes continuous monitoring of AI implementation by the AI Governance Committee and ICT Department, periodic evaluations of policy effectiveness and system performance, and annual policy reviews to ensure alignment with technological advancements and legal requirements.

Chapter Nine provides implementation guidelines, compliance requirements, and continuous improvement strategies. It emphasizes structured implementation plans, budgeting, phased adoption, and clear assignment of responsibilities. It also enforces compliance through

institutional regulations and disciplinary measures, while promoting ongoing improvement through feedback, innovation, benchmarking, and regular policy updates.

Overall, this AI Policy provides a strategic roadmap for the responsible adoption of Artificial Intelligence at Kagumo Teachers' Training College. It ensures that AI technologies are leveraged to enhance educational quality, operational efficiency, and innovation while safeguarding ethics, privacy, security, and institutional integrity.

TABLE OF CONTENTS

CONTENTS	PAGE
A BRIEF BACKGROUND OF THE COLLEGE	iii
OUR VISION, MISSION AND CORE VALUES.....	iv
DOCUMENT CONTROL.....	v
DOCUMENT AMENDMENT RECORD	v
FOREWORD.....	vi
PREFACE.....	viii
EXECUTIVE SUMMARY	x
TABLE OF CONTENTS	xii
LIST OF ABBREVIATIONS AND ACRONYMS	xiv
DEFINITION OF TERMS.....	xv
CHAPTER ONE	1
INTRODUCTION.....	1
1.1 Introduction	1
1.2 Purpose of the Policy.....	2
1.3 Objectives of the Policy	2
1.4 Scope	4
1.5 Policy Statements	4
CHAPTER TWO	6
AI GOVERNANCE AND ADMINISTRATION	6
2.1 AI Governance Framework	6
2.2 Roles and Responsibilities	7
2.3 Risk Management.....	11
CHAPTER THREE.....	14
ETHICAL USE OF AI	14
3.1 Ethical Principles.....	14
3.2 Academic Integrity	16
3.3 Transparency and Disclosure	18
CHAPTER FOUR.....	19
AI IN TEACHING, LEARNING AND RESEARCH	19
4.1 AI in Education.....	19
4.2 AI in Research	19
CHAPTER FIVE	21
DATA PROTECTION AND CYBERSECURITY	21
5.1 Data Protection.....	21
5.2 Cybersecurity	22
CHAPTER SIX	24
AI INFRASTRUCTURE AND PROCUREMENT	24
6.1 Procurement	24
6.2 Infrastructure	25
6.3 Maintenance	25

CHAPTER SEVEN.....	27
CAPACITY BUILDING AND AWARENESS	27
7.1 Training and Capacity Building	27
7.2 Awareness Programs.....	28
CHAPTER EIGHT	30
MONITORING AND EVALUATION	30
8.1 Monitoring.....	30
8.2 Evaluation.....	30
8.3 Policy Review	31
CHAPTER NINE	33
POLICY IMPLEMENTATION GUIDELINES.....	33
9.1 Implementation.....	33
9.2 Compliance.....	34
9.3 Continuous Improvement.....	34

LIST OF ABBREVIATIONS AND ACRONYMS

AI – Artificial Intelligence

ICT – Information and Communication Technology

KNEC – Kenya National Examinations Council

ERP – Enterprise Resource Planning

CPU – Central Processing Unit

MFA – Multi-Factor Authentication

VPN – Virtual Private Network

LAN – Local Area Network

WAN – Wide Area Network

ICTA – Information and Communications Technology Authority

NITA – National Information Technology Authority

ISO – International Organization for Standardization

OS – Operating System

CPU – Central Processing Unit

SLA – Service Level Agreement

AI-GC – Artificial Intelligence Governance Committee

DP Act – Data Protection Act (2019)

UPS – Uninterruptible Power Supply

DEFINITION OF TERMS

Academic Integrity: The adherence to ethical standards in academic work, including honesty, originality, and proper acknowledgment of sources.

AI Governance: The framework of policies, structures, and processes used to oversee the ethical and effective use of AI within the institution.

AI Systems: Software or platforms that use artificial intelligence techniques to perform tasks that normally require human intelligence, including learning, prediction, and automation.

Algorithm: A set of rules or instructions followed by a computer system to process data and solve problems.

Algorithmic Bias: Systematic errors in AI systems that result in unfair or discriminatory outcomes due to biased data or design.

Artificial Intelligence (AI): The simulation of human intelligence in machines programmed to think, learn, reason, and perform tasks such as decision-making, problem-solving, and language processing.

Authentication: A security process used to verify the identity of a user accessing a system, such as passwords or multi-factor authentication.

Authorization: The process of granting or denying access rights to users based on their roles and responsibilities.

Big Data: Extremely large and complex datasets that require advanced tools such as AI for analysis and interpretation.

Cloud Computing: The delivery of computing services such as storage, processing, and software over the internet.

Cybersecurity: The protection of computer systems, networks, and data from digital attacks, unauthorized access, and malicious activities.

Data Protection: The process of safeguarding personal and institutional data from unauthorized access, misuse, loss, or corruption.

Data: Raw facts and figures collected for processing, analysis, and decision-making.

Deep Learning: A subset of machine learning that uses neural networks with multiple layers to analyze complex data patterns.

Digital Literacy: The ability to effectively use digital tools, platforms, and technologies to access, evaluate, and create information.

E-learning: The use of electronic technologies, especially the internet, to deliver educational content and facilitate learning.

Encryption: The process of converting data into a coded format to prevent unauthorized access.

Firewall: A security system that monitors and controls incoming and outgoing network traffic to protect ICT systems from unauthorized access.

ICT (Information and Communication Technology): Technologies used for processing, storing, and communicating information, including computers, networks, and digital systems.

ICT Infrastructure: The physical and virtual resources required to support ICT and AI systems, including hardware, software, networks, and data centers.

Machine Learning: A branch of AI that enables systems to learn from data and improve performance over time without being explicitly programmed.

Personal Data: Any information relating to an identified or identifiable individual, such as names, admission numbers, contact details, or academic records.

Plagiarism: The act of using another person's work, ideas, or AI-generated content without proper acknowledgment.

System Audit: A formal review of ICT or AI systems to assess performance, security, compliance, and efficiency.

User: Any staff member, student, researcher, or administrator who accesses or uses AI systems within the College.

CHAPTER ONE

INTRODUCTION

1.1 Introduction

Artificial Intelligence (AI) technologies are rapidly transforming the way institutions operate across the world. In the education sector, AI is increasingly being used to improve teaching and learning, automate administrative processes, support research activities, enhance communication, and strengthen decision-making processes. AI-powered technologies such as intelligent tutoring systems, chatbots, machine learning applications, automated assessment tools, predictive analytics, and virtual assistants are becoming integral components of modern educational environments.

Kagumo Teachers' Training College recognizes the significant opportunities presented by Artificial Intelligence in improving institutional efficiency, academic excellence, innovation, and service delivery. The College acknowledges that responsible adoption of AI technologies can support personalized learning, improve access to educational resources, enhance research capabilities, streamline administrative operations, and promote digital transformation within the institution.

However, the College further recognizes that the use of AI technologies also presents challenges and risks relating to ethics, privacy, cybersecurity, data protection, misinformation, intellectual property, academic dishonesty, bias, discrimination, and accountability. Without proper governance and oversight, AI technologies may negatively affect academic integrity, institutional reputation, and the rights of users.

This Artificial Intelligence Policy therefore establishes a framework for the responsible, ethical, secure, transparent, and accountable use of AI technologies within Kagumo Teachers' Training College. The policy provides guidelines for the adoption, management, implementation, monitoring, and evaluation of AI systems in order to ensure that the technologies are used in a manner that supports the College's mission, vision, values, strategic objectives, and legal obligations.

The policy further seeks to promote innovation, inclusivity, responsible digital transformation, and continuous improvement while safeguarding institutional interests and ensuring compliance with applicable laws, regulations, and ethical standards governing Artificial Intelligence technologies.

1.2 Purpose of the Policy

The purpose of this policy is to provide a comprehensive framework to guide the ethical, responsible, secure, transparent, and effective use of Artificial Intelligence technologies within Kagumo Teachers' Training College. The policy is intended to ensure that AI systems are adopted and utilized in ways that support the educational mission and operational objectives of the institution while protecting the rights, privacy, dignity, and security of all stakeholders.

This policy aims to:

- a) Establish standards and guidelines for the responsible adoption and use of AI technologies within the College.
- b) Promote ethical use of AI systems in teaching, learning, administration, communication, and research activities.
- c) Protect institutional and personal data processed through AI technologies.
- d) Safeguard academic integrity and prevent misuse of AI-generated content.
- e) Promote innovation, research, and digital transformation within the institution.
- f) Ensure transparency, accountability, fairness, and inclusivity in the use of AI systems.
- g) Provide governance mechanisms for monitoring, evaluating, and managing AI-related risks and opportunities.
- h) Ensure compliance with national laws, institutional regulations, and international best practices relating to Artificial Intelligence technologies.

1.3 Objectives of the Policy

(i) Promote Responsible Use of AI: The College shall encourage ethical, transparent, lawful, and accountable use of Artificial Intelligence technologies across all institutional functions.

(ii) Enhance Teaching and Learning: The College shall promote the use of AI technologies to improve the quality, accessibility, effectiveness, and efficiency of teaching and learning processes.

(iii) Safeguard Academic Integrity: The College shall uphold academic honesty and integrity in all AI-assisted academic activities.

(iv) Strengthen Data Protection and Privacy: The College shall ensure that all AI systems comply with data protection laws, institutional ICT policies, and cybersecurity standards relating to the collection, storage, processing, sharing, and management of personal and institutional data.

(v) Promote Innovation and Research: The College shall encourage AI-driven innovation, creativity, research, and technological advancement in teaching, learning, administration, and institutional development.

(vi) Improve Administrative Efficiency: The College shall utilize AI technologies to improve operational efficiency, decision-making, communication, records management, planning, resource allocation, and service delivery within the institution.

(vii) Ensure Inclusivity and Accessibility: The College shall promote equitable access to AI technologies and ensure that AI systems are inclusive and accessible to all users, including persons with disabilities and individuals with special learning needs.

(viii) Build AI Capacity and Literacy: The College shall promote continuous training, awareness, and professional development programs to enhance AI literacy and digital competencies among staff and students.

(ix) Establish Governance and Accountability: The College shall establish governance structures, oversight mechanisms, and accountability frameworks for the effective management and monitoring of AI technologies within the institution.

(x) Ensure Legal and Ethical Compliance: All AI technologies adopted and used within the College shall comply with applicable laws, institutional policies, ethical principles, and international best practices relating to Artificial Intelligence, data protection, intellectual property, and cybersecurity.

1.4 Scope

This policy applies to all staff, students, departments, contractors, consultants, researchers, service providers, and stakeholders who access, develop, manage, procure, implement, or use Artificial Intelligence technologies within Kagumo Teachers' Training College.

The policy covers all institutional AI-related activities including but not limited to:

- a) Teaching and learning systems.
- b) AI-assisted research activities.
- c) Administrative and management systems.
- d) AI-powered communication tools and platforms.
- e) AI-generated academic and institutional content.
- f) Procurement, deployment, and maintenance of AI systems.
- g) Data processing and analytics systems involving AI technologies.
- h) AI-powered security, automation, and support systems.
- i) Cloud-based and third-party AI applications used within the institution.

This policy shall apply whether AI technologies are accessed through institutional devices, personal devices, cloud services, online platforms, or external systems connected to College operations.

1.5 Policy Statements

Policy Statement 1: Responsible Use of AI Technologies

The College shall promote responsible, ethical, lawful, and transparent use of Artificial Intelligence technologies in all institutional activities. AI systems shall be used in ways that support educational excellence, innovation, operational efficiency, and institutional development while safeguarding human dignity, fairness, accountability, and integrity.

Policy Statement 2: Ethical, Fair, and Transparent AI Systems

The College shall ensure that AI systems are designed, implemented, and used in a fair, transparent, inclusive, and non-discriminatory manner. Users shall be informed whenever AI technologies are used in decision-making, communication, assessments, or data processing activities affecting them.

Policy Statement 3: Data Protection and Privacy

The College shall safeguard institutional and personal data processed through AI systems by implementing appropriate cybersecurity measures, access controls, encryption technologies, and data protection mechanisms. The institution shall ensure compliance with the Data Protection Act, 2019 and other applicable legal and regulatory requirements relating to privacy and information security.

Policy Statement 4: Academic Integrity and Ethical Scholarship

The College shall uphold academic integrity and ethical scholarship in all AI-assisted academic activities. AI technologies shall not be used to facilitate plagiarism, cheating, fabrication of information, examination malpractice, or any form of academic dishonesty. Appropriate guidelines shall be established regarding acceptable use and disclosure of AI-generated content in assignments, examinations, projects, and research work.

Policy Statement 5: Innovation, Research, and Continuous Improvement

The College shall support responsible AI innovation, research, digital transformation, and continuous improvement in institutional operations and academic activities. The institution shall encourage exploration of emerging AI technologies, promote research collaborations, and continuously review institutional practices to align with technological advancements, legal requirements, and global best practices in Artificial Intelligence governance.

CHAPTER TWO

AI GOVERNANCE AND ADMINISTRATION

2.1 AI Governance Framework

Kagumo Teachers' Training College shall establish a comprehensive Artificial Intelligence (AI) Governance Framework to guide the responsible adoption, implementation, management, monitoring, and evaluation of AI technologies within the institution. The governance framework shall ensure that all AI systems and practices align with the College's mission, values, strategic objectives, legal obligations, and ethical standards.

The AI Governance Framework shall provide institutional oversight on all matters relating to Artificial Intelligence and shall ensure that AI technologies are used in a manner that promotes transparency, accountability, fairness, inclusivity, academic integrity, cybersecurity, and protection of personal data.

The College shall establish an AI Governance Committee composed of representatives from management, ICT department, academic departments, research units, quality assurance, and legal or policy offices where applicable. The Committee shall oversee AI-related activities and provide policy direction on AI implementation across the institution.

The responsibilities of the AI Governance Framework shall include:

- (i) Developing and reviewing AI policies, guidelines, procedures, and standards for institutional use.
- (ii) Monitoring compliance with legal, ethical, and regulatory requirements relating to Artificial Intelligence technologies.
- (iii) Evaluating the effectiveness, reliability, and safety of AI systems before deployment and during operational use.
- (iv) Identifying and managing risks associated with AI technologies including bias, misinformation, cybersecurity threats, and privacy concerns.
- (v) Promoting responsible and ethical use of AI technologies in teaching, learning, administration, research, and communication.

(vi) Advising the College Management on emerging AI trends, opportunities, challenges, and innovations relevant to the institution.

(vii) Ensuring that AI systems adopted by the College are inclusive, accessible, transparent, and aligned with institutional objectives.

(viii) Coordinating AI awareness programs, training initiatives, and capacity-building activities for staff and students.

(ix) Conducting regular audits, monitoring, and evaluation of AI systems and practices within the institution.

(x) Recommending corrective measures and disciplinary actions in cases involving misuse or unethical application of AI technologies.

The AI Governance Committee shall meet regularly to review implementation progress, assess risks, recommend improvements, and ensure continuous compliance with this policy. Reports and recommendations from the Committee shall be submitted to the College Management and Board of Management for action and strategic guidance.

2.2 Roles and Responsibilities

The successful implementation of this AI Policy shall require collaborative participation and accountability from all stakeholders within the College. The following roles and responsibilities shall apply:

(i) Board of Management

The Board of Management shall provide strategic oversight and policy direction regarding Artificial Intelligence adoption and governance within the College. The Board shall:

a) Approve AI policies, strategies, and institutional frameworks.

b) Allocate adequate financial, technical, and human resources for AI implementation and sustainability.

c) Ensure that AI initiatives align with the College's strategic plan and educational goals.

- d) Monitor compliance with legal, ethical, and regulatory standards relating to AI technologies.
- e) Support innovation, research, and digital transformation initiatives involving AI technologies.
- f) Review reports and recommendations submitted by the AI Governance Committee and College Management.

(ii) Chief Principal

The Chief Principal shall provide leadership and overall coordination in the implementation of AI initiatives within the institution. The Chief Principal shall:

- a) Champion responsible and ethical integration of AI technologies across the College.
- b) Ensure alignment between AI implementation and institutional goals, policies, and strategic objectives.
- c) Facilitate collaboration among departments in implementing AI-related programs and initiatives.
- d) Support capacity-building programs and staff development on AI technologies.
- e) Ensure adequate institutional support, funding, and infrastructure for AI implementation.
- f) Ensure compliance with institutional policies, legal requirements, and ethical standards relating to AI use.
- g) Receive and review reports on AI implementation, risks, and compliance from the ICT Officer and AI Governance Committee.

(iii) ICT Officer

The ICT Officer shall be responsible for the technical management, administration, security, and maintenance of AI systems and infrastructure within the College. The ICT Officer shall:

- a) Coordinate the implementation and deployment of AI technologies and systems within the institution.
- b) Maintain and monitor AI infrastructure, networks, databases, and related systems.
- c) Implement cybersecurity measures to safeguard AI systems and institutional data.
- d) Ensure regular updates, maintenance, and security patching of AI applications and systems.
- e) Provide technical support and troubleshooting services for AI technologies.
- f) Conduct system audits, vulnerability assessments, and risk evaluations relating to AI infrastructure.
- g) Advise management on suitable AI technologies, procurement specifications, and implementation strategies.
- h) Facilitate AI training, digital literacy, and awareness programs for staff and students.
- i) Ensure proper backup, recovery, and protection of institutional data processed through AI systems.
- j) Monitor compliance with ICT policies, cybersecurity standards, and data protection regulations.

(iv) Staff and Trainers

All staff members and trainers shall be responsible for the ethical and professional use of AI technologies within their areas of work. Staff and trainers shall:

- a) Use AI systems responsibly, ethically, and in compliance with institutional guidelines.
- b) Integrate AI technologies appropriately in teaching, learning, assessment, research, and administrative activities.
- c) Guide and mentor students on acceptable and ethical use of AI tools.

- d) Protect confidential institutional information and personal data processed through AI systems.
- e) Avoid misuse of AI technologies including plagiarism, misinformation, and unauthorized disclosure of information.
- f) Report AI-related incidents, risks, or security concerns to the ICT Officer or relevant authorities.
- g) Participate in AI training, awareness programs, and capacity-building initiatives organized by the College.
- h) Ensure transparency and disclosure when AI-generated content is used in academic or professional work where applicable.

(v) Student

Students shall use AI technologies responsibly and in accordance with institutional policies and academic integrity standards. Students shall:

- a) Use AI tools for educational and research purposes in an ethical and lawful manner.
- b) Avoid plagiarism, cheating, examination malpractice, and academic dishonesty involving AI technologies.
- c) Comply with institutional guidelines regarding the acceptable use of AI-generated content.
- d) Respect intellectual property rights, copyright laws, and privacy requirements when using AI systems.
- e) Report misuse, abuse, or unethical practices involving AI technologies within the institution.
- f) Participate in AI literacy and awareness programs organized by the College.
- g) Protect their user credentials and avoid unauthorized access to institutional AI systems and platforms.

2.3 Risk Management

Kagumo Teachers' Training College recognizes that while Artificial Intelligence technologies offer significant opportunities for innovation and efficiency, they also present various risks that may affect academic integrity, privacy, security, institutional reputation, and operational effectiveness. The College shall therefore establish appropriate risk management mechanisms to identify, assess, mitigate, monitor, and respond to risks associated with AI technologies.

The College shall implement a proactive AI risk management framework aimed at minimizing potential harm while maximizing the benefits of AI adoption. Risk management activities shall be conducted regularly and integrated into institutional ICT governance, cybersecurity, and compliance programs.

The College shall assess and manage risks relating to the following:

(i) Bias and Discrimination

AI systems may produce biased or discriminatory outcomes due to inaccurate data, flawed algorithms, or improper system design. The College shall therefore:

- a) Regularly assess AI systems for fairness, inclusivity, and non-discrimination.
- b) Ensure that AI tools do not disadvantage individuals based on gender, disability, race, religion, ethnicity, or socioeconomic status.
- c) Promote transparency and accountability in AI decision-making processes.
- d) Encourage human oversight in critical decisions involving AI technologies.

(ii) Misinformation and Inaccurate Content

AI systems may generate false, misleading, or inaccurate information. To mitigate this risk, the College shall:

- a) Require verification and validation of AI-generated content before use in academic or administrative activities.
- b) Encourage users to critically evaluate AI-generated outputs and avoid overreliance on AI systems.

c) Establish guidelines for responsible use and disclosure of AI-generated information.

d) Promote digital literacy and critical thinking skills among staff and students.

(iii) Cybersecurity Threats

AI systems may be vulnerable to cyberattacks, unauthorized access, malware, and data breaches. The College shall therefore:

a) Implement strong cybersecurity measures including firewalls, antivirus systems, intrusion detection systems, and access controls.

b) Conduct regular security audits, vulnerability assessments, and penetration testing of AI systems.

c) Restrict unauthorized access to AI infrastructure, databases, and institutional systems.

d) Provide cybersecurity awareness and training programs for staff and students.

e) Maintain backup and disaster recovery systems to ensure business continuity.

(iv) Privacy and Data Protection Risks

AI systems often process large volumes of personal and institutional data, which may expose the institution to privacy violations and legal liabilities. The College shall therefore:

a) Ensure compliance with the Data Protection Act, 2019 and other applicable laws.

b) Limit collection and processing of personal data to authorized and legitimate purposes only.

c) Protect sensitive institutional and personal information from unauthorized disclosure or misuse.

d) Implement secure data storage, encryption, and access management controls.

e) Obtain appropriate consent where necessary for collection and processing of personal data.

(v) Misuse of AI Technologies

AI technologies may be misused for plagiarism, academic dishonesty, misinformation, impersonation, or unethical conduct. The College shall therefore:

- a) Establish clear guidelines on acceptable and prohibited use of AI systems.
- b) Enforce academic integrity policies and disciplinary procedures relating to misuse of AI technologies.
- c) Conduct awareness and sensitization programs on responsible AI use.
- d) Monitor institutional systems for suspicious or unauthorized AI-related activities.

(vi) Operational and System Risks

AI systems may experience technical failures, errors, downtime, or incompatibility issues that affect institutional operations. To address these risks, the College shall:

- a) Conduct regular maintenance and testing of AI systems and infrastructure.
- b) Ensure proper backup, redundancy, and recovery mechanisms are in place.
- c) Procure reliable and properly tested AI technologies from approved vendors.
- d) Develop incident response and contingency plans for AI-related failures and emergencies.

The College shall continuously review and improve its AI risk management strategies to ensure effective, secure, ethical, and sustainable use of Artificial Intelligence technologies.

CHAPTER THREE

ETHICAL USE OF AI

3.1 Ethical Principles

Kagumo Teachers' Training College recognizes that the responsible and ethical use of Artificial Intelligence technologies is essential in safeguarding human dignity, academic integrity, institutional values, and public trust. The College shall therefore ensure that all AI technologies are developed, implemented, managed, and used in accordance with ethical principles that promote fairness, accountability, transparency, privacy, inclusivity, and responsible innovation.

All staff, students, contractors, consultants, and stakeholders using AI technologies within the institution shall adhere to the ethical standards outlined in this policy. AI systems shall be used in ways that support educational excellence, human-centered decision-making, professionalism, equality, and lawful conduct.

The use of AI technologies within the College shall be guided by the following ethical principles:

(i) Fairness and Non-Discrimination

The College shall ensure that AI technologies are used fairly and without discrimination against any individual or group. AI systems shall not promote bias, prejudice, exclusion, or unequal treatment based on gender, race, ethnicity, religion, disability, age, social status, nationality, or any other protected characteristic.

The College shall regularly assess AI systems to identify and address potential biases or discriminatory outcomes. AI technologies used within the institution shall promote equal opportunity, inclusivity, and equitable access to educational and administrative services.

Human oversight shall be maintained in critical decision-making processes to ensure fairness and accountability where AI systems are involved.

(ii) Transparency

The College shall promote openness and transparency in the use of Artificial Intelligence technologies. Users shall be informed whenever AI systems are used in

academic, administrative, communication, or decision-making processes that affect them.

AI-generated outputs, recommendations, or decisions shall be explainable and understandable where reasonably possible. Staff and students shall disclose the use of AI-generated content in assignments, research, publications, and institutional work whenever required by institutional guidelines.

The College shall ensure that policies, procedures, and practices relating to AI use are communicated clearly to all stakeholders.

(iii) Accountability

All users of AI technologies shall remain accountable for their actions, decisions, and outputs generated using AI systems. The use of AI technologies shall not eliminate individual responsibility or institutional accountability.

Staff, students, and administrators shall ensure that AI-generated information is reviewed, validated, and verified before use in academic, administrative, or research activities. The College shall establish governance structures, reporting mechanisms, and disciplinary procedures to address misuse, abuse, or unethical application of AI technologies.

The institution shall further ensure that decisions involving AI systems remain subject to appropriate human supervision and institutional oversight.

(iv) Privacy and Confidentiality

The College shall protect the privacy and confidentiality of personal and institutional information processed through AI systems. AI technologies shall comply with the Data Protection Act, 2019, institutional ICT policies, and applicable legal requirements relating to privacy and information security.

Users shall not use AI technologies to collect, disclose, share, or process confidential information without proper authorization. Appropriate safeguards including encryption, secure authentication, access controls, and cybersecurity measures shall be implemented to protect sensitive data from unauthorized access, misuse, or disclosure.

All users shall exercise caution when entering institutional or personal data into third-party AI systems and platforms.

(v) Human Oversight

The College recognizes that Artificial Intelligence technologies should support rather than replace human judgment, professional expertise, and institutional decision-making processes. Human oversight and supervision shall therefore remain central in all critical academic, administrative, disciplinary, and operational activities involving AI systems.

AI-generated outputs shall be reviewed and validated by authorized personnel before implementation or use. Final responsibility for decisions affecting students, staff, and institutional operations shall remain with human decision-makers.

The College shall discourage overreliance on AI technologies and promote critical thinking, professional judgment, and independent analysis among users.

(vi) Inclusivity

The College shall promote inclusive and equitable access to AI technologies for all users, including persons with disabilities and individuals with special learning needs. AI systems adopted by the institution shall support accessibility, equal participation, and non-discriminatory access to educational and institutional services.

The institution shall encourage the use of assistive AI technologies such as speech recognition tools, text-to-speech systems, translation applications, adaptive learning platforms, and other accessibility solutions that support inclusive education and communication.

The College shall further ensure that AI technologies do not create digital inequalities or exclude vulnerable groups from participating fully in institutional activities.

3.2 Academic Integrity

Kagumo Teachers' Training College is committed to upholding the highest standards of academic honesty, integrity, professionalism, and ethical scholarship. While Artificial Intelligence technologies can support learning, research, and academic productivity, misuse of AI systems may compromise originality, credibility, fairness, and the integrity of academic processes.

Students and staff shall therefore use AI technologies responsibly and ethically in all academic activities. AI systems shall not be used to facilitate plagiarism, cheating, impersonation, falsification of information, examination malpractice, fabrication of research findings, or any form of academic dishonesty.

The College shall establish clear guidelines regarding acceptable and unacceptable use of AI technologies in assignments, examinations, projects, research work, publications, and other academic activities.

The following practices shall constitute academic misconduct where AI technologies are involved:

- a) Submitting AI-generated assignments, projects, reports, or research work as entirely original work without proper disclosure or authorization.
- b) Using AI tools to generate examination answers or facilitate cheating during assessments.
- c) Fabricating, manipulating, or falsifying research data, references, citations, or academic information using AI technologies.
- d) Using AI systems to impersonate another individual or misrepresent authorship of academic work.
- e) Using AI technologies to bypass institutional academic standards, learning objectives, or assessment requirements.

The College shall encourage responsible use of AI as a supportive educational tool while ensuring that learners continue to develop critical thinking, creativity, analytical skills, research competencies, and independent problem-solving abilities.

Staff and students shall be required to acknowledge and disclose AI-assisted content whenever necessary in accordance with institutional guidelines. Failure to comply with academic integrity requirements may result in disciplinary action in accordance with College rules and regulations.

The College may utilize AI-detection tools, plagiarism detection systems, audits, and academic review mechanisms to identify and address misuse of AI technologies in academic work.

3.3 Transparency and Disclosure

The College shall promote transparency, honesty, and accountability in the use of Artificial Intelligence technologies within academic, administrative, and research activities. Users shall disclose AI-generated or AI-assisted content whenever required by institutional policies, academic guidelines, research standards, or legal requirements.

Transparency in AI use is important in ensuring trust, integrity, accountability, and responsible decision-making within the institution. Staff and students shall therefore ensure that the use of AI tools is clearly acknowledged where appropriate.

Disclosure requirements may apply in the following circumstances:

- a) Use of AI-generated text, images, audio, video, presentations, reports, or research content in academic or institutional work.
- b) Use of AI systems in research data analysis, content development, lesson preparation, or administrative decision-making processes.
- c) Use of AI-powered communication tools, chatbots, virtual assistants, or automated response systems within the institution.
- d) Use of AI technologies in assessments, evaluations, or grading processes.

The College shall ensure that AI-generated recommendations, decisions, or outputs that significantly affect individuals are subject to appropriate explanation and human review where possible. Users shall avoid presenting AI-generated information as entirely human-produced work when disclosure is required.

The institution shall further promote awareness and education on responsible AI disclosure practices to ensure that all stakeholders understand their obligations relating to transparency and ethical use of Artificial Intelligence technologies.

Failure to disclose AI-generated content where required may constitute academic or professional misconduct and may attract disciplinary action in accordance with institutional policies and procedures.

CHAPTER FOUR

AI IN TEACHING, LEARNING AND RESEARCH

4.1 AI in Education

The College shall encourage responsible use of AI technologies in teaching and learning to enhance efficiency, inclusivity, and quality of education. AI tools shall be used to support, not replace, human instruction and academic judgment.

AI in education shall be applied in the following areas:

- **Personalized learning:** AI systems may be used to adapt learning materials to individual student needs, pace, and performance levels, thereby improving understanding and retention.
- **Smart assessments:** AI-assisted tools may support marking, quiz generation, and automated feedback while ensuring final grading decisions remain under human oversight.
- **Educational chatbots:** AI chatbots may be used to provide students with 24/7 academic support, answering basic queries and guiding learning processes.
- **Virtual tutoring:** AI-based tutoring systems may assist students in revising content, practicing skills, and receiving instant explanations.
- **Lesson preparation:** Lecturers may use AI tools to support lesson planning, content summarization, question generation, and instructional design. However, all content must be reviewed for accuracy and relevance before use in class.
- **Accessibility support:** AI technologies shall be used to support learners with disabilities through speech-to-text, text-to-speech, translation tools, and adaptive learning interfaces.

In all applications, academic staff shall ensure that AI-generated outputs are accurate, contextually appropriate, and aligned with approved curriculum standards.

4.2 AI in Research

Researchers shall be permitted to use AI tools to enhance research efficiency, provided that such use upholds academic integrity, originality, and ethical standards.

AI in research shall be guided by the following principles:

- **Validation of AI-generated information:** All AI-generated content, data summaries, and interpretations shall be verified using credible academic sources before inclusion in research outputs.
- **Originality and plagiarism prevention:** AI tools shall not be used to fabricate data, write entire research papers without author contribution, or misrepresent authorship. Proper citation of all sources, including AI-assisted inputs where required, shall be maintained.
- **Ethical compliance:** Researchers shall ensure that AI use complies with institutional, national, and international research ethics, including data protection, confidentiality, and consent requirements.
- **Transparency in AI use:** Any significant use of AI tools in data analysis, writing, or visualization shall be clearly acknowledged in the methodology or acknowledgements section of research work.
- **Data integrity and security:** AI tools shall not be used to process sensitive or confidential research data unless approved secure systems are in place.
- **Bias and reliability checks:** Researchers shall critically evaluate AI outputs for potential bias, inaccuracies, or misleading interpretations before publication or dissemination.
- **Human oversight:** Final responsibility for research design, analysis, interpretation, and conclusions shall remain with the human researcher(s), not AI systems.

CHAPTER FIVE

DATA PROTECTION AND CYBERSECURITY

5.1 Data Protection

All AI systems and digital platforms used within the College shall comply with the Constitution of Kenya, the Data Protection Act (2019), and all relevant institutional ICT policies and guidelines.

In addition, the College shall ensure that:

- **Lawful processing of data:** Personal data shall only be collected, processed, stored, and used for legitimate academic, administrative, or research purposes.
- **Consent and transparency:** Data subjects (students, staff, and stakeholders) shall be informed about how their data is collected, used, and stored, and consent shall be obtained where necessary.
- **Data minimization:** Only the minimum required data shall be collected and processed for any given purpose to reduce privacy risks.
- **Purpose limitation:** Data collected for a specific purpose shall not be used for unrelated purposes without proper authorization.
- **Data accuracy:** The institution shall ensure that all stored data is accurate, up to date, and corrected when necessary.
- **Storage limitation:** Personal data shall not be retained longer than necessary and shall be securely disposed of when no longer required.
- **Confidentiality:** Access to personal and institutional data shall be restricted to authorized personnel only.
- **Rights of data subjects:** Individuals shall have the right to access, correct, and request deletion of their personal data in line with legal provisions.

All AI systems deployed within the College shall undergo data protection impact assessments where necessary to ensure compliance and risk mitigation.

5.2 Cybersecurity

The College shall implement robust cybersecurity measures to protect institutional data, systems, and users from unauthorized access, cyber threats, and digital attacks.

These measures shall include:

- **Firewalls and antivirus systems:** All institutional devices and networks shall be protected using updated firewalls, antivirus, and anti-malware solutions to prevent unauthorized access and cyber threats.
- **Secure authentication systems:** Strong authentication mechanisms such as complex passwords, multi-factor authentication (MFA), and role-based access controls shall be enforced.
- **Regular data backups:** The College shall conduct scheduled backups of critical data and store copies in secure offsite or cloud-based environments to ensure data recovery in case of system failure or cyber incidents.
- **Access controls:** User access to systems, databases, and networks shall be strictly controlled based on roles and responsibilities to minimize security risks.
- **Cybersecurity awareness training:** Regular training programs shall be conducted for staff and students to enhance awareness of phishing, malware, social engineering, and safe digital practices.
- **Incident response mechanisms:** The College shall establish procedures for detecting, reporting, and responding to cybersecurity incidents in a timely and effective manner.
- **System monitoring and audits:** Continuous monitoring of ICT systems shall be conducted to detect suspicious activity, supported by periodic cybersecurity audits and vulnerability assessments.
- **Software updates and patch management:** All systems and applications shall be regularly updated to address security vulnerabilities and improve system resilience.

The College shall promote a culture of cybersecurity responsibility, where all users understand their role in safeguarding institutional digital assets.

CHAPTER SIX

AI INFRASTRUCTURE AND PROCUREMENT

6.1 Procurement

Procurement of AI systems, software, hardware, and related digital services shall comply with the Public Procurement and Asset Disposal Act, applicable government regulations, and institutional ICT standards.

In addition, the College shall ensure that:

- **Needs assessment:** All AI-related procurement shall be guided by a clearly defined needs assessment aligned with institutional strategic goals and academic priorities.
- **Value for money:** Procurement decisions shall prioritize cost-effectiveness, scalability, sustainability, and long-term value rather than short-term solutions.
- **Standardization:** All acquired AI systems shall conform to approved ICT architecture, interoperability standards, and compatibility requirements within the College environment.
- **Vendor evaluation:** Suppliers shall be assessed based on technical capacity, reliability, compliance history, after-sales support, and cybersecurity standards.
- **Ethical sourcing:** The College shall avoid procurement from vendors that do not comply with data protection, licensing, and ethical AI development practices.
- **Contract management:** All AI procurement contracts shall clearly define service level agreements (SLAs), maintenance terms, warranty conditions, and data ownership rights.
- **Transparency and accountability:** Procurement processes shall be conducted in a transparent manner, with proper documentation and audit trails maintained for accountability purposes.

6.2 Infrastructure

The College shall develop and maintain robust, scalable, and secure ICT infrastructure to support the effective deployment of AI systems in teaching, learning, research, and administration.

The infrastructure shall include:

- **Reliable servers and cloud systems:** The College shall maintain secure on-premises servers and/or approved cloud-based systems to host AI applications and institutional data.
- **High-speed internet connectivity:** Stable and high-bandwidth internet connectivity shall be provided across the institution to support seamless access to AI tools and digital resources.
- **Data storage systems:** Secure, scalable storage solutions shall be implemented to manage large datasets generated through AI applications, ensuring redundancy and data integrity.
- **Backup and disaster recovery systems:** The College shall establish offsite and cloud-based backup systems, as well as disaster recovery plans, to ensure continuity of operations in case of system failure or cyber incidents.
- **Network infrastructure:** A secure and well-managed campus-wide network (wired and wireless) shall be maintained to support reliable access to AI-enabled services.
- **Power backup systems:** Uninterruptible Power Supply (UPS) systems and backup generators shall be installed to minimize downtime and ensure continuous operation of ICT systems.
- **Scalability and future readiness:** Infrastructure planning shall consider future growth in user demand, technological advancement, and emerging AI technologies.

6.3 Maintenance

All AI systems, ICT infrastructure, and related technologies shall be subject to continuous maintenance to ensure optimal performance, security, and reliability.

Maintenance procedures shall include:

- **Regular system updates:** All AI platforms, software applications, and operating systems shall be updated regularly to improve functionality and address security vulnerabilities.
- **Preventive maintenance:** Scheduled inspections and servicing of hardware and network equipment shall be conducted to prevent system failures.
- **Performance monitoring:** Continuous monitoring tools shall be used to assess system performance, detect anomalies, and optimize resource utilization.
- **Technical support:** A dedicated ICT support structure shall be established to provide timely assistance to users experiencing technical challenges.
- **Vendor support engagement:** The College shall maintain active collaboration with vendors to ensure timely resolution of technical issues and access to system upgrades.
- **System audits:** Periodic ICT and AI system audits shall be conducted to evaluate efficiency, compliance, and security posture.
- **Incident management:** Clear procedures shall be in place for reporting, documenting, and resolving system failures or cybersecurity incidents.
- **User feedback mechanisms:** The College shall encourage feedback from users to continuously improve AI system usability and effectiveness.

CHAPTER SEVEN

CAPACITY BUILDING AND AWARENESS

7.1 Training and Capacity Building

The College shall develop and implement structured capacity-building programmes to ensure that staff and students are adequately equipped to use Artificial Intelligence (AI) technologies effectively, responsibly, and ethically in academic and administrative functions.

Training and capacity-building initiatives shall cover the following areas:

- **Fundamentals of AI:** Participants shall be introduced to basic concepts of AI, machine learning, data analytics, and how these technologies function within educational environments.
- **Ethical AI use:** Training shall emphasize academic integrity, responsible use of AI tools, avoidance of plagiarism, and adherence to institutional ethical standards.
- **AI in education:** Staff shall be trained on integrating AI into teaching, learning, assessment, lesson planning, and student support systems to enhance instructional delivery.
- **Cybersecurity and privacy:** Users shall be trained on data protection principles, safe digital practices, secure handling of institutional information, and identification of cyber threats such as phishing and malware.
- **Emerging AI trends:** Continuous professional development shall be provided on new and evolving AI technologies, tools, and global best practices in AI adoption within education.

In addition, the College shall:

- Conduct **periodic refresher training sessions** to keep users updated on technological advancements.
- Encourage **hands-on practical training** using approved AI tools and platforms.

- Support **staff professional development** through workshops, seminars, webinars, and certification programs.
- Establish **ICT support units or AI focal persons** to provide continuous technical guidance and mentorship.
- Promote **peer learning and knowledge sharing** among staff and students to strengthen institutional capacity.

7.2 Awareness Programs

The College shall implement continuous awareness programs to promote the safe, ethical, and effective use of AI technologies across the institution.

These programs shall include:

- **Institution-wide sensitization campaigns:** Regular awareness sessions shall be conducted for staff and students on AI benefits, risks, and responsible usage guidelines.
- **Digital literacy campaigns:** The College shall promote digital literacy to ensure all users can critically evaluate AI-generated content and use digital tools effectively.
- **Policy dissemination:** The AI policy and related ICT guidelines shall be regularly communicated to ensure all stakeholders understand their responsibilities and obligations.
- **Workshops and seminars:** Structured forums shall be organized to discuss AI opportunities, challenges, and best practices in education and research.
- **Student engagement initiatives:** Clubs, forums, and innovation hubs shall be encouraged to promote creativity, responsible experimentation, and ethical AI use among students.
- **Awareness on cybersecurity threats:** Continuous sensitization shall be done on emerging cyber risks such as data breaches, identity theft, and AI-driven fraud.

- **Use of communication channels:** The College shall utilize notice boards, emails, websites, and social media platforms to disseminate AI-related information and updates.

The overall objective of these awareness programs shall be to build a digitally responsible academic community that understands both the potential and limitations of AI technologies.

CHAPTER EIGHT

MONITORING AND EVALUATION

8.1 Monitoring

The implementation of this AI policy shall be continuously monitored by the AI Governance Committee in collaboration with the ICT Department and other relevant institutional units.

Monitoring shall focus on ensuring effective adoption, compliance, and safe use of AI technologies across all College functions. The following measures shall be undertaken:

- **Continuous oversight:** Regular tracking of AI usage in teaching, learning, research, and administration to ensure alignment with institutional objectives and ethical standards.
- **Performance tracking:** Monitoring of system performance indicators such as uptime, user satisfaction, system reliability, and response efficiency of AI tools.
- **Compliance monitoring:** Ensuring adherence to data protection laws, cybersecurity policies, and institutional ICT guidelines in all AI-related activities.
- **Usage audits:** Periodic audits shall be conducted to assess how AI tools are being used by staff and students, including identification of misuse or overreliance.
- **Incident reporting mechanisms:** A structured reporting system shall be established to document and address AI-related risks, errors, or security breaches.
- **Feedback collection:** Continuous collection of feedback from users to identify challenges, gaps, and areas for improvement in AI adoption.

8.2 Evaluation

Periodic evaluations shall be conducted to measure the effectiveness, efficiency, and impact of AI integration within the College.

The evaluation process shall include:

- **Policy effectiveness assessment:** Reviewing the extent to which the AI policy objectives are being achieved in teaching, learning, research, and administration.
- **Compliance evaluation:** Assessing adherence to institutional rules, ethical guidelines, and national legal frameworks governing AI and data protection.
- **System performance evaluation:** Evaluating the reliability, scalability, and usability of AI systems deployed within the College.
- **Training impact assessment:** Measuring the effectiveness of capacity-building programmes on staff and student competence in AI use.
- **Learning outcomes analysis:** Assessing the contribution of AI tools to student performance, engagement, and learning experience.
- **Research quality evaluation:** Reviewing how AI has influenced research productivity, originality, and academic output quality.
- **Risk and challenge assessment:** Identifying emerging risks, unintended consequences, and operational challenges associated with AI adoption.

Findings from evaluations shall be documented and used to inform decision-making and continuous improvement of AI practices within the institution.

8.3 Policy Review

This AI policy shall be reviewed annually or as need arises to ensure its continued relevance, effectiveness, and alignment with emerging technological trends, legal requirements, and institutional priorities.

The review process shall:

- Incorporate feedback from stakeholders including staff, students, ICT personnel, and management.
- Reflect changes in national legislation, particularly data protection, cybersecurity, and education technology regulations.

- Address emerging developments in Artificial Intelligence and digital transformation in education.
- Ensure alignment with institutional strategic plans and ICT master plans.
- Update guidelines to reflect new risks, opportunities, and best practices in AI use.

All proposed amendments shall be reviewed and approved by the relevant College governance structures before implementation.

CHAPTER NINE

POLICY IMPLEMENTATION GUIDELINES

9.1 Implementation

The College shall develop structured implementation frameworks to ensure the effective operationalization of this AI policy across all departments and functional areas.

Implementation shall include the following components:

- **Implementation plan:** A detailed action plan shall be developed outlining specific activities, responsible units, timelines, and expected outcomes for AI adoption.
- **Phased rollout:** AI systems and initiatives shall be introduced in phases to ensure smooth adoption, minimize disruption, and allow for effective evaluation at each stage.
- **Budget allocation:** The College shall allocate adequate financial resources for procurement, training, infrastructure development, maintenance, and support services related to AI implementation.
- **Roles and responsibilities:** Clear assignment of responsibilities shall be made to the ICT Department, AI Governance Committee, academic departments, and administrative units.
- **Integration with institutional systems:** AI tools shall be integrated into existing ICT systems, learning management systems, and administrative platforms to ensure interoperability and efficiency.
- **Change management:** Structured change management strategies shall be implemented to support staff and students in adapting to AI-enabled systems and processes.
- **Technical support structures:** Dedicated support teams shall be established to provide ongoing technical assistance and ensure smooth operation of AI systems.

9.2 Compliance

All users of AI systems within the College, including staff, students, researchers, and administrators, shall be required to comply fully with this policy and all associated ICT and data protection regulations.

Compliance requirements shall include:

- **Adherence to policy provisions:** All users shall observe ethical, legal, and institutional guidelines governing AI use.
- **Responsible use of AI tools:** Users shall ensure AI technologies are used only for approved academic, research, and administrative purposes.
- **Accountability mechanisms:** Individuals shall be held accountable for misuse, abuse, or negligence in the use of AI systems.
- **Disciplinary measures:** Violations of this policy may result in disciplinary action in accordance with institutional regulations, which may include warnings, suspension of system access, or other administrative sanctions.
- **Reporting obligations:** Users shall be required to report suspected misuse, breaches, or vulnerabilities related to AI systems to the relevant authorities.
- **Enforcement structures:** The AI Governance Committee, ICT Department, and College management shall be responsible for enforcing compliance and addressing violations.

9.3 Continuous Improvement

The College shall embrace a culture of continuous improvement to ensure that AI governance, training, and innovation practices remain relevant, effective, and aligned with emerging technological advancements.

Continuous improvement shall involve:

- **Regular policy updates:** Periodic review and enhancement of AI guidelines based on feedback, evaluation findings, and technological changes.
- **Innovation and research:** Encouraging experimentation, pilot projects, and research on new AI applications in education and administration.

- **Stakeholder feedback integration:** Incorporating suggestions and feedback from staff, students, and external partners into policy refinement.
- **Benchmarking and best practices:** Comparing institutional AI practices with national and international standards to identify improvement opportunities.
- **Capacity development enhancement:** Continuously upgrading training programmes to reflect emerging AI tools, trends, and competencies.
- **Technology advancement adoption:** Gradual integration of new and improved AI systems that enhance efficiency, learning outcomes, and service delivery.
- **Performance tracking:** Using monitoring and evaluation findings to inform strategic improvements and decision-making processes.

Through continuous improvement, the College shall ensure that AI adoption remains ethical, innovative, and responsive to the evolving needs of education and research.