



Artificial Intelligence (AI) Guidelines

Introduction

The aim of these guidelines is to help ensure that any use of AI for the activities of the ACP-MOJA Project will be ethical and honest. Any use of AI needs to be declared by the user and it should never substitute for human endeavour or ideas. The guidelines are concise and lay out (on an ongoing basis) the circumstances in which it is acceptable to use AI and those instances in which it is considered ethically questionable. In the latter instance, the product may be refused by the MOJA website or another activity of ACP.

Transparency is a key factor in the ethical use of AI. The use of AI may be deemed acceptable if it has been transparently declared by the user. In cases where a user has made use of AI and not declared it, it is deemed to be the original work of the user and may be verified by the project for suspected use of AI. Suspicions that the work is the result, even in part, of (undeclared) AI may lead to its rejection later.

On a day-to-day basis, the ACP-MOJA may determine if AI use is ethical and within reason. In the case where the Project could suffer reputational damage, such as submissions selected for the MOJA Journal of Adult Education or other flagship projects, the Project may also solicit the opinions and inputs of the ACP Advisory Committee (AC) before making any determination.

Ethical Use of AI

1. Provision of personal data.
2. Translations (verified by ACP-MOJA).
3. When AI is used to generate content (e.g. text, video, graphics, etc.) that accurately reflect the reality being represented and the use of AI is expressly acknowledged (the AI Tool used and its exact use should be stated).
4. When arranging references or citations for an article.

Non-ethical Use of AI

1. Creation of articles or other material by AI in which its exact use is not expressly acknowledged.
2. Creation of material that is deemed (by the ACP or AC) to contain too much AI-generated material and not enough of the user's original text or ideas. This will be determined on a case-by-case basis.
3. Any material that is found to be false and invented by AI (e.g. citations, etc.) or to be so out-of-date as to be obsolete.
4. Referencing an AI tool as a source.

Because AI is a relatively recent invention and has quickly become a much-used tool, it is acknowledged that there is still a lot of confusion about its use. It is hoped that these guidelines can offer some clarity to users of ACP-MOJA on when and how it may be used and when its use is discouraged. These guidelines will be updated on an ongoing basis to reflect the day-to-day reality of the ACP-MOJA.

As the work of ACP-MOJA is in the field of Adult Learning and Education (ALE), it is recognised that some users may have limitations regarding their writing skills. In this case, AI is often used as a legitimate tool to help *tidy up* articles. However, we would ask users to defer first to the ACP-MOJA team (before using AI), who ensure that any submission is edited grammatically before appearing on the website or in any other product of the Project.

If you have any doubts about the ethical use of AI, these can be addressed to info@mojafrica.net.