



المركز الوطني
للتعليم الإلكتروني
National eLearning Center

Regulations and Guidelines for the Use of GenAI Tools and Applications in Digital Learning



Version 1.0



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Glossary of Key Terms

The following terms, wherever mentioned, shall have the meanings listed below:

Term	Definition
Digital learning	Utilizing educational, information, and communication technologies to enhance the efficiency of the educational and training process in all its modes and to ensure its quality.
Educational institution	Any university, college, or school that provides education.
Training institution	Any institute, academy, or center that provides training.
Supervising institution	An institution responsible for approving the provision of educational or training activities.
Plagiarism using AI	Using AI technologies to create or copy content in a way that appears to be original and produced by a specific individual while the content is either copied or generated by AI.

The Use of GenAI Tools and Applications

A. Purpose

The document aims to leverage global best practices in AI governance for digital learning. This document aligns with national frameworks, regulations, and policies set by the National eLearning Center (NeLC) and relevant institutions to regulate the use of Generative AI (GenAI) in digital learning environments across public and private educational and training institutions, which will ensure the optimal use and effective integration of AI in digital learning, maximizing its benefits while minimizing associated risks.

B. Targeted Audience

Educational and training institutions, including learners/trainees, instructors/trainers, and administrators in Saudi Arabia using GenAI tools and applications in digital learning.

C. Review and Amendments

NeLC reviews the regulations and guidelines annually or as needed in order to keep pace with emerging technological developments, legal requirements, and educational needs. This process is carried out in collaboration with experts, ensuring alignment with evolving requirements and best practices.

D. Compliance

- These regulations and guidelines apply to all educational and training institutions in the Kingdom of Saudi Arabia that utilize GenAI tools and applications in eLearning or online training.
- Each educational/training institution must comply with the legislation and policies issued by the supervising authority regarding the use of AI.

Optimal Use of GenAI Tools and Applications in Digital Learning

The document provides regulations and guidelines for four main categories: educational and training institutions including learners/trainees, instructors/trainers and administrators in the Kingdom of Saudi Arabia.

1. Regulations and Guidelines for Educational/Training Institutions

1.1 Institutions intending to use GenAI tools and applications must coordinate with the relevant supervising institution before implementation.

1.2 Institutions must establish regulations and procedures for the use of GenAI that align with national regulations, laws, and policies issued by relevant institutions. These regulations must be announced and clarified.

1.3 Institutions must assess the compliance by instructors/trainers, learners/trainees, and administrators with the optimal use of GenAI tools and applications in digital learning.

1.4 Institutions must establish quality assurance processes to monitor the educational impact of GenAI tools and applications and evaluate their effectiveness and accuracy in educational contexts.

1.5 Institutions must develop and approve a risk management plan to address potential issues related to the use of GenAI, including data breaches, ethical concerns, inappropriate content generation, and the spread of misinformation.

1.6 Institutions must ensure that GenAI tools and applications are utilized to enhance learning outcomes.

1.7 Institutions must establish clear guidelines for staff on the ethical use of GenAI tools and applications in digital learning.

1.8 Institutions must offer ongoing professional development, training, and resources for administrators, instructors/trainers, and learners/trainees on using GenAI tools in teaching and learning, including their integration, ethical use, potential, and limitations.

1.9 Institutions must adopt guidelines to ensure that all GenAI tools and applications incorporate accessibility features, accommodating diverse learners, including those with disabilities.

1.10 Institutions must provide communication channels and provide guidance for parents of K-12 students to ensure their active involvement and raise awareness about the ethical use of GenAI by their children.

1.11 Institutions must inform parents of K-12 students when GenAI tools and applications become available to learners, ensuring transparency and fostering cooperation in the educational process.

2. Regulations and Guidelines for Administrators in Educational/Training Institutions

2.1 Administrators must comply with the regulations and procedures set by the supervising institution regarding the use of Generative AI tools and applications.

2.2 Administrators must obtain approval from the relevant department/management before using GenAI tools and applications to ensure their reliability and accuracy.

2.3 Administrators must not use data classified as highly confidential, confidential, restricted, personal, or copyrighted in GenAI tools and applications.

2.4 Administrators must disclose the use of GenAI tools and applications and explain their application in situations that may impact decision-making or have ethical or legal implications.

2.5 Administrators must maintain user privacy and data security, adhering to the rules and regulations of the educational/training institution and national regulations.

2.6 Administrators must comply with the ethical standards, laws, and regulations of the educational/training institution and national regulations.

3. Regulations and Guidelines for Instructors/Trainers

3.1 Instructors/trainers must adhere to the regulations and procedures established by the educational/training institution regarding the use of GenAI tools and applications in creating content and interactive activities.

3.2 Instructors/trainers have the authority to permit or restrict learners/trainees from using GenAI tools and applications in performing tasks based on the regulations and procedures set by the institution.

3.3 Instructors/trainers who allow the use of GenAI tools and applications for tasks and assignments must inform learners/trainees as part of the course/training program plan. The extent and scope learners/trainees can use GenAI tools and applications must be clearly defined in the task assessment criteria, including the permitted extent and content proportion of these tools' usage.

3.4 Instructors/trainers who prohibit the use of GenAI tools and applications for tasks and assignments must inform learners/trainees about this and explain the rationale in the assessment standards. They must clearly state whether the use of these tools is considered plagiarism, a violation of academic integrity, or a breach of the course/training program's instructions.

3.5 Instructors/trainers must verify the use of AI detection tools to check AI-generated content but should not rely on them solely to assess work submitted by learners/trainees, as these tools are prone to false positives and are easily circumvented.

3.6 Instructors/trainers must not use data classified as highly confidential, confidential, restricted, personal, or protected by copyright in GenAI tools and applications.

3.7 Instructors/trainers must review the quality and accuracy of any content generated by GenAI tools and applications.

3.8 Instructors/trainers must disclose the use of GenAI tools and applications to the educational/training institution and clarify their usage in cases that may affect decision-making or have ethical implications.

3.9 Instructors/trainers must maintain user privacy and data security, adhering to the rules and regulations of the educational/training institution and national regulations.

4. Regulations and Guidelines for Learners/Trainees

4.1 Learners/trainees must comply with the regulations and procedures established by the educational/training institution regarding the use of GenAI tools and applications.

4.2 The use of content generated by GenAI tools and applications in research, assignments, or reports attributed to learners/trainees without disclosing is considered plagiarism and a violation of academic integrity.

4.3 When using GenAI tools and applications, learners/trainees must:

- 4.3.1 Disclose the use of GenAI tools or applications in tasks and work performed by the learner/trainee.
- 4.3.2 Document the content provided to these tools, such as data, prompts, questions, and responses generated. Additionally, learners/trainees must explain any modifications or improvements made to ensure transparency.
- 4.3.3 Adhere to academic writing ethics and standards when using output generated by GenAI tools.
- 4.3.4 Verify the accuracy of information generated by GenAI tools and document it using appropriate academic citation methods.
- 4.3.5 Cite the use of GenAI tools as a reference and provide in-text citations according to the academic referencing style adopted by the educational/training institution.
- 4.3.6 Comply with the plagiarism and citation limits set by the educational/training institution.
- 4.3.7 Avoid using data classified as highly confidential, confidential, restricted, personal, or copyrighted in generative AI tools and applications.
- 4.3.8 Maintain user privacy and data security, adhering to the rules and regulations of the educational/training institution and national regulations.
- 4.3.9 Comply with the ethical standards, laws, and regulations of the educational/training institution and national regulations.

