

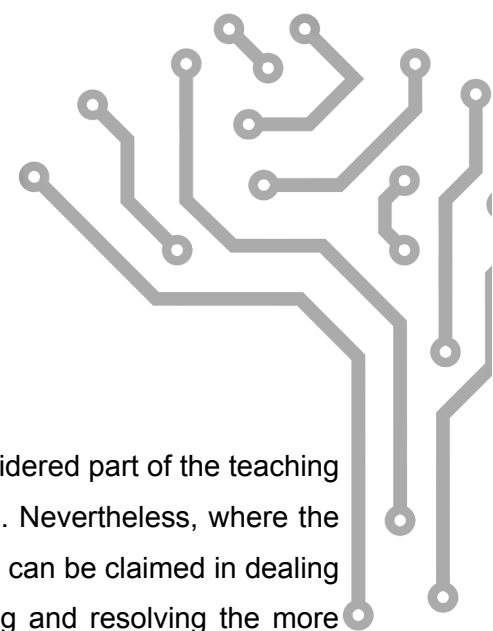
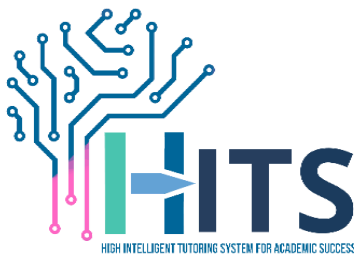
# AI Ethical Code of Conduct for Tutoring in Higher Education

## Preamble

Tutoring in higher education plays a critical role in facilitating student learning and success. It is essential for tutors to adhere to a set of ethical principles that promote transparency, accountability, equity, and the well-being of students. Without these principles, tutors may inadvertently harm students or undermine the integrity of the educational process. The rapid adoption of AI in higher education, concerns about academic integrity, and the ethical and regulatory challenges associated with its use. Ethical codes incorporating AI are crucial in education to ensure the responsible and ethical use of AI systems. Respecting the autonomy of students and teachers in decision-making processes when implementing AI in education is essential for ethical practice. Safeguarding the privacy of individuals by ensuring data protection and confidentiality when utilizing AI technologies in educational settings. Building trust between users and AI systems through transparency, accountability, and reliability to maintain ethical standards. Emphasizing the responsibility of all stakeholders involved in education to use AI ethically and for the benefit of learners and educators.

AI is not a panacea for societal challenges and its development and application are influenced by social contexts. The responsible development and use of AI require ethical considerations to address potential biases and consequences. AI ethics are crucial for guiding the development and usage of AI technologies in a responsible manner.

Institutional policies and course design practices need to support tutors in their retention roles by using and sharing appropriate pedagogies, systems, student information, and integrated



professional development opportunities. New technologies must be considered part of the teaching and learning practices as well as part of the academic tutoring system. Nevertheless, where the personal tutor system operates alone, a modest degree of effectiveness can be claimed in dealing with academic and vocational problems, but little success in identifying and resolving the more personal problems of students. This complexity necessitates a robust ethical framework to guide tutors in their interactions with students and in their use of technology. The possible framework should be based on at least three milestones/principles:

**Transparency:** Tutors must be transparent about their use of AI and other digital tools in their tutoring practices, providing clear explanations of how these technologies work, their purpose, and their impact on learning outcomes.

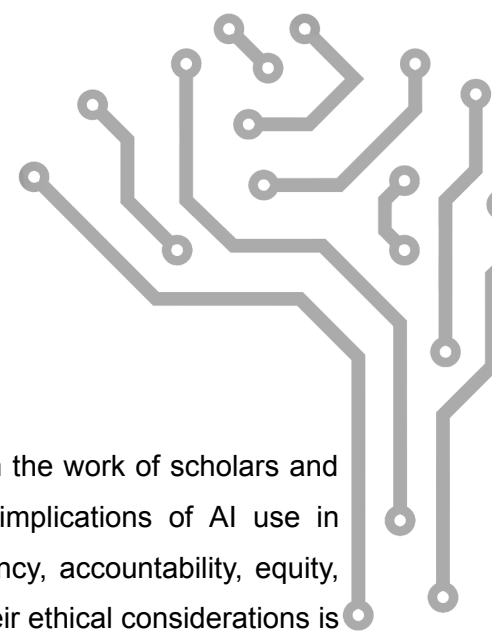
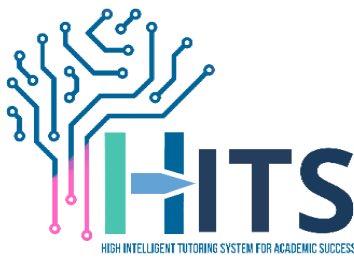
**Accountability:** Tutors should take responsibility for their actions and decisions in using AI, ensuring that they meet the expectations and standards set by the institution, students, and other stakeholders.

**Equitable Treatment:** Tutors should treat all students fairly and equally, regardless of their background, abilities, or circumstances, providing them with equal opportunities to succeed and access support to AI and new technologies.

**Well-being of Students:** Tutors should prioritize the physical, mental, and emotional well-being of students, creating a safe and supportive learning environment that promotes a positive and healthy learning experience with the exploitation of AI.

Tutors have a responsibility to use these technologies in a transparent, accountable, and equitable manner that prioritizes student well-being. The ethical integration of AI in higher education tutoring is a complex and important challenge that requires a multifaceted approach. By adhering to ethical principles and working together to advance responsible AI practices, tutors can leverage these technologies to enhance student learning and success while upholding the integrity of the educational process.

The proposed ethical code of conduct provides a strong framework for guiding tutors in this regard. This ethical code of conduct provides guidelines for tutors in higher education who use digital tools,



including artificial intelligence (AI), to support their teaching. It draws on the work of scholars and critics in the field of educational technology, addressing the ethical implications of AI use in tutoring. The aim is to promote ethical practices that uphold transparency, accountability, equity, and the well-being of students. Understanding the concepts of AI and their ethical considerations is a prerequisite for integrating AI into education in an ethical manner.

## **Principles**

### **Transparency**

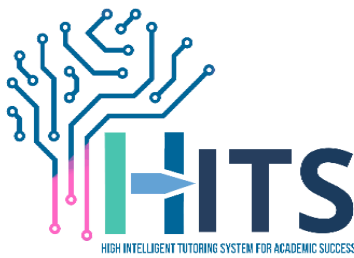
- Tutors must be transparent about the use of AI and other digital tools in their tutoring practices. This includes explaining how these technologies work, their purpose, and how they influence learning outcomes.
- Students should be informed about what data is being collected, how it is used, and who has access to it.

### **Responsibility**

Tutors have a responsibility to promote academic integrity and ensure that students are the primary contributors to their own learning. They should avoid completing assignments or assessments on behalf of students and instead focus on guiding, clarifying, and supporting the learning process. Tutors should respect the diverse backgrounds, experiences, and perspectives of their students. They should create an inclusive and supportive learning environment where all students feel valued and have equal opportunities to voice their thoughts and ideas.

### **Confidentiality**

Tutors should maintain the confidentiality of student information and only disclose it with the explicit consent of the student or when required by law. They should handle student data in compliance with privacy regulations and ensure its secure storage and transmission.



## **Professionalism**

Tutors should conduct themselves in a professional manner, adhering to ethical standards. This includes treating students with respect, being punctual and reliable, and maintaining appropriate boundaries in the tutor-student relationship.

## **Continuous Improvement**

Tutors should engage in continuous professional development to enhance their tutoring skills, stay updated with advancements in their subject areas, and learn new teaching strategies. They should seek feedback from students and colleagues to improve their tutoring practices.

## **Appropriate Use of Technology**

Tutors should only use AI and other digital tools in ways that are ethical, effective, and appropriate for enhancing the learning experience. They should be mindful of the potential biases and limitations of these technologies and ensure their responsible use.

## **Consequences of Violation**

Any violation of this Ethical Code of Conduct may result in disciplinary action, which could include counseling, training, or termination of the tutoring agreement. Tutors should also be aware of their institutions' policies and procedures regarding ethical conduct and follow them accordingly.

In order to ensure the highest standards of academic integrity, respect, and professionalism, tutors in higher education should adhere to this Ethical Code of Conduct. By following these principles, tutors can create a positive and meaningful learning experience for their students while upholding ethical standards in their tutoring practices.

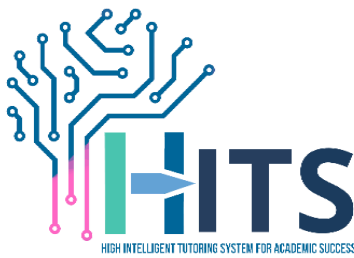
## **2. Informed Consent**

- Obtain explicit consent from students before collecting any personal data or using AI-driven tools in tutoring sessions.
- Ensure that students understand their rights regarding data privacy and have the option to opt-out without any penalty.



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## **Informed Consent**

Every tutor must obtain explicit consent from students before collecting any personal data or using AI-driven tools in tutoring sessions. Tutors should clearly explain to students the purpose and benefits of collecting data or using these tools, as well as any potential risks or implications. Students should have a complete understanding of their rights regarding data privacy and have the option to opt-out of data collection or AI use without facing any penalty or disadvantage in their tutoring experience. Tutors should provide alternative methods of instruction or support for students who do not wish to participate in these activities.

This addition reinforces the importance of respecting students' autonomy and ensuring they have control over their personal information and participation in AI-driven tutoring practices.

### **3. Privacy and Data Security**

- Protect the confidentiality and security of student data. Follow best practices for data encryption, storage, and sharing.
- Regularly review and update security measures to protect against breaches and unauthorized access.

Tutors in higher education are committed to safeguarding the confidentiality and security of student data. Upholding the following principles ensures the protection of sensitive information:

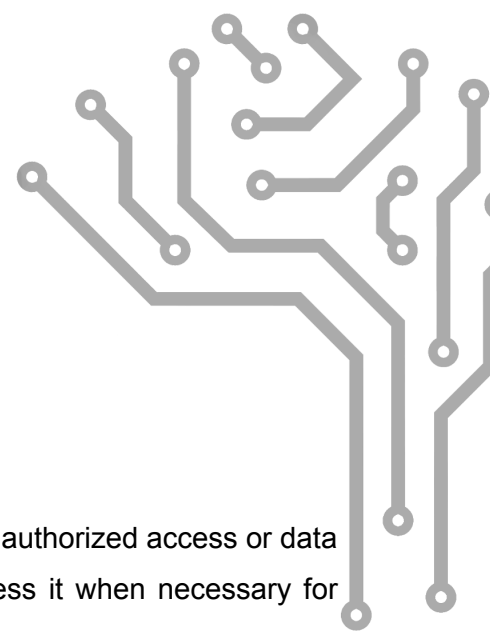
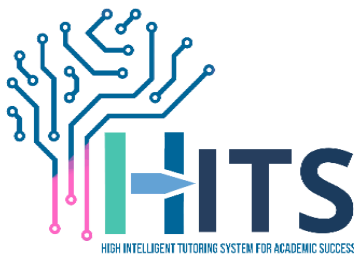
#### **Data Confidentiality**

Tutors must prioritize the confidentiality of student data at all times. This includes personal information, academic records, and any other data collected during tutoring sessions.

#### **Best Practices for Data Encryption**

Utilize encryption protocols to secure student data both at rest and in transit. By employing industry-standard encryption methods, tutors can prevent unauthorized access to sensitive information.





## **Secure Storage**

Implement secure data storage practices to protect student data from unauthorized access or data breaches. Tutors should store data in encrypted formats and only access it when necessary for tutoring purposes.

## **Best Practices for Data Sharing**

When sharing student data with relevant parties, tutors must ensure that appropriate security measures are in place. Data should only be shared with authorized individuals or entities and in compliance with data protection regulations.

## **Regular Security Reviews**

Tutors should conduct regular reviews of their security measures to identify and address any potential vulnerabilities. By proactively assessing security protocols, tutors can mitigate the risk of data breaches and unauthorized access.

## **Update Security Measures**

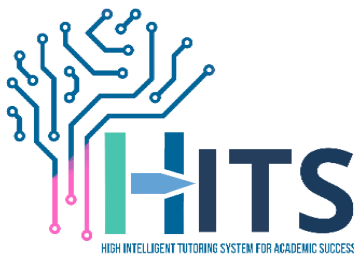
Stay informed about the latest security threats and updates in data protection practices. Tutors should regularly update their security measures to align with industry best practices and ensure the ongoing protection of student data.

By adhering to these principles of privacy and data security, tutors in higher education demonstrate their commitment to upholding ethical standards and safeguarding the confidentiality of student information.

## **4. Equity and Inclusion**

- Ensure that AI tools and digital resources are accessible to all students, including those with disabilities or from marginalized groups.
- Be mindful of potential biases in AI algorithms and strive to use tools that promote fairness and equity in educational outcomes.





Tutors in higher education are committed to promoting equity and inclusion in their practices. Upholding the following principles ensures that all students, including those with disabilities or from marginalized groups, have equal access to AI tools and digital resources:

### **Accessibility for All**

Tutors must ensure that AI tools and digital resources used in tutoring sessions are accessible to all students, including those with disabilities. This includes providing alternative formats, captions, transcripts, or other accommodations as necessary to ensure equal participation and learning opportunities.

### **Addressing Biases**

Tutors should be mindful of potential biases that may exist in AI algorithms and tools. When utilizing AI-driven resources, tutors should strive to select and use tools that promote fairness and equity in educational outcomes, while actively avoiding those that perpetuate biases or discrimination.

### **Cultural Sensitivity**

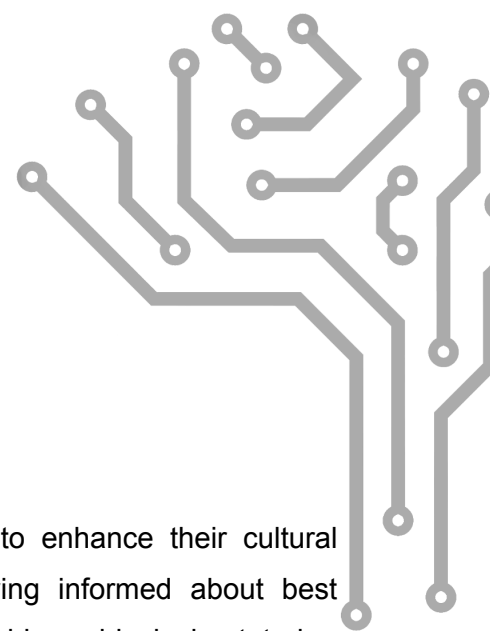
Tutors should be sensitive to the cultural backgrounds and experiences of their students. They should foster an inclusive tutoring environment where all students feel valued and respected, regardless of their cultural or ethnic backgrounds.

### **Individualized Approach**

Recognizing that students have diverse learning needs and abilities, tutors should employ an individualized approach to tutoring. This includes assessing each student's unique strengths, challenges, and learning styles to tailor the tutoring experience to their specific needs.

### **Inclusive Language and Content**

Tutors should use inclusive language and select content that is representative of diverse perspectives, experiences, and identities. By doing so, tutors create a welcoming and inclusive environment that ensures every student feels seen and heard.



## **Inclusive Language and Content**

Tutors should actively engage in ongoing professional development to enhance their cultural competency and knowledge of inclusive tutoring practices. By staying informed about best practices, tutors can continuously improve their ability to provide equitable and inclusive tutoring experiences.

By adhering to these principles of equity and inclusion, tutors in higher education promote equal access, respect diversity, and strive for fairness in educational outcomes.

### **5. Accountability**

- Take responsibility for the ethical implications of using AI and digital tools in tutoring. Regularly evaluate the impact of these technologies on student learning and well-being.
- Address any issues or concerns raised by students regarding the use of technology in tutoring promptly and fairly.

Educators must take responsibility for the ethical implications of utilizing AI and digital tools in tutoring. Regular evaluation of the impact of AI technologies on student learning and well-being is crucial to ensure ethical practices in education. Prompt and fair addressing of any issues or concerns raised by students regarding the use of technology in tutoring is essential to maintain trust and transparency in the educational process. Accountability ensures that educators acknowledge and take responsibility for the ethical implications of using AI and digital tools in tutoring, as highlighted in the research paper. Regular evaluation of the impact of AI technologies on student learning and well-being is essential to maintain ethical practices in education. Promptly and fairly addressing any issues or concerns raised by students regarding the use of technology in tutoring is crucial for building trust and transparency in the educational process. Accountability in AI tutoring is vital as it promotes ethical behavior, encourages continuous evaluation of technology's impact on students, and fosters a supportive environment where student concerns are addressed promptly and fairly, ultimately enhancing the overall educational experience.



## 6. Bias and Fairness

- Recognize and mitigate potential biases in AI algorithms. Choose AI tools that have been rigorously tested for fairness and accuracy.
- Provide students with opportunities to give feedback on AI-driven tutoring tools and use this feedback to make necessary adjustments.

Bias in AI algorithms can lead to inaccurate assessments of students' abilities and performance. This can result in students receiving inappropriate recommendations or interventions, impacting their learning outcomes negatively. Bias may create unequal opportunities for students based on factors such as race, gender, or socioeconomic status.

Recognizing bias in AI algorithms is crucial to uphold ethical standards in education, as highlighted in the research paper. Addressing bias ensures fair treatment and opportunities for all students, promoting inclusivity and diversity in learning environments. Failure to recognize bias can lead to inaccurate assessments and recommendations, potentially hindering students' academic progress and development. By identifying and addressing bias, educators can enhance the effectiveness of AI-driven tutoring tools and improve overall learning outcomes. Recognizing bias in AI algorithms is essential for maintaining ethical standards, promoting inclusivity, and enhancing learning outcomes in educational settings. Educators must actively address bias to ensure fair treatment and accurate assessments for all students, ultimately fostering a more equitable and effective learning environment. Students affected by bias may not receive the support or resources they need to succeed, leading to disparities in learning outcomes. When bias influences the educational process, it can undermine students' academic progress and hinder their overall development. Inaccurate feedback or recommendations from AI-driven tutoring tools can impede students' learning trajectories and limit their potential growth.

Addressing bias in AI algorithms is essential to mitigate these negative impacts on learning outcomes. By recognizing and mitigating bias, educators can ensure fair assessments, equal opportunities, and positive academic progress for all students, ultimately enhancing the effectiveness of AI in education.

It is crucial for educators to recognize and mitigate potential biases in AI algorithms used for tutoring, as discussed in the research paper. Selecting AI tools that have undergone rigorous testing for fairness and accuracy can help minimize biases in educational settings. Providing students with opportunities to give feedback on AI-driven tutoring tools is essential for identifying potential biases or issues. Using student feedback to make necessary adjustments to AI tools ensures a more inclusive and fair learning environment for all students . By actively addressing bias and fairness in AI tutoring through recognizing and mitigating biases in algorithms, selecting tested tools, and integrating student feedback for continuous improvement, educators can promote a more equitable and effective educational experience for all learners.

## 7. Human Oversight

- Maintain a human-centered approach to tutoring, using AI as a supportive tool rather than a replacement for human interaction.
- Exercise professional judgment and critical thinking in interpreting AI-generated recommendations and interventions.

Maintaining a human-centered approach to tutoring, where AI serves as a supportive tool rather than a replacement for human interaction ensures that the human element remains central in the educational process, fostering meaningful engagement and personalized learning experiences for students. Educators are encouraged to exercise professional judgment and critical thinking when interpreting AI-generated recommendations and interventions. By critically evaluating AI suggestions and incorporating their expertise, educators can make informed decisions that align with the unique needs and learning styles of their students. Combining AI capabilities with human expertise allows for a comprehensive and well-rounded educational experience. Educators play a vital role in leveraging AI tools effectively, ensuring that technology enhances, rather than hinders, the learning process. By maintaining a human-centered approach, exercising professional judgment, and balancing AI and human expertise, educators can optimize the benefits of AI in education while upholding the quality and integrity of the learning experience.

## 8. Professional Development

- Stay informed about the latest developments in AI and digital education, including ethical guidelines and best practices.
- Participate in ongoing professional development to enhance understanding of the ethical use of technology in education.

Educators are encouraged to stay informed about the latest developments in AI and digital education, including ethical guidelines and best practices. This continuous learning approach ensures that educators are up-to-date with advancements in technology and ethical considerations, enabling them to make informed decisions in their teaching practices. Participation in ongoing professional development is essential to enhance understanding of the ethical use of technology in education. Continuous learning opportunities help educators deepen their knowledge of ethical considerations related to AI use, allowing them to integrate technology responsibly into their teaching methods. Professional development emphasizes the importance of continuous learning to stay abreast of the latest developments in AI and digital education. Educators are encouraged to engage in ongoing training to enhance their skills and knowledge in utilizing AI ethically in the classroom.

By focusing on ethical guidelines, best practices, and continuous learning, professional development activities aim to equip educators with the necessary tools and knowledge to integrate AI technology responsibly and effectively in educational environments. Professional development activities focus on enhancing educators' understanding of ethical guidelines and best practices in utilizing technology in education. By engaging in continuous learning, educators can develop the necessary skills and knowledge to navigate the ethical challenges associated with AI integration in educational settings. By staying informed, participating in professional development, and enhancing ethical understanding, educators can effectively leverage AI technology while upholding ethical standards and promoting responsible use in education.

## 9. Student Empowerment

- Encourage students to critically engage with AI tools and develop their digital literacy skills.
- Provide resources and support for students to understand and navigate the ethical implications of AI in their education.

The principle of student empowerment in AI tutoring in higher education emphasizes the importance of fostering critical engagement and digital literacy among students. This involves providing resources and support to help students navigate the ethical implications of AI in their education.

Encourage students to critically evaluate AI tools and their applications in education. This includes understanding the strengths and limitations of AI, as well as its potential biases and ethical considerations.

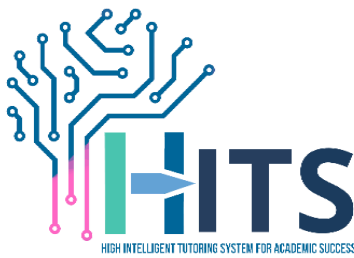
Develop students' digital literacy skills to effectively use AI tools and navigate the digital environment. This includes understanding how AI systems operate, how to evaluate the credibility of AI-generated information, and how to protect personal data.

Provide resources and support for students to understand and navigate the ethical implications of AI in their education. This includes understanding the potential risks and benefits of AI, as well as the ethical considerations involved in AI development and deployment.

By empowering students to critically engage with AI tools and develop their digital literacy skills, higher education institutions can ensure that AI is used responsibly and effectively to support student learning and success.

## 10. Research and Continuous Improvement

- Contribute to research on the ethical use of AI in education by sharing insights and experiences with the academic community.
- Continuously seek ways to improve tutoring practices by integrating ethical considerations into the evaluation and adoption of new technologies.



Encourage tutors to contribute to the academic community by sharing their insights and experiences on the ethical use of AI in education. This includes publishing research papers, presenting at conferences, and participating in online forums to disseminate knowledge.

Foster a culture of continuous improvement by integrating ethical considerations into the evaluation and adoption of new technologies. This involves regularly assessing the ethical implications of AI tools and adapting tutoring practices accordingly. Organize collaborative research projects among tutors, educators, and researchers to explore the ethical implications of AI in education. This can involve joint research papers, workshops, and conferences. Provide regular training and professional development opportunities for tutors to enhance their understanding of AI ethics and its applications in education. This includes workshops, webinars, and online courses. Establish a peer review process for research papers and projects related to AI ethics in education. This ensures that the research is rigorous, well-documented, and contributes to the advancement of knowledge in the field. Ensure institutional support for tutors to engage in research and continuous improvement. This includes providing resources, such as funding, equipment, and administrative support, to facilitate the development of AI ethics research. Encourage students to provide feedback on the use of AI tools in their education. This helps tutors to identify areas for improvement and adapt their practices to better support student learning.

## Conclusion

The ethical integration of AI in higher education tutoring necessitates a thoughtful and comprehensive approach, ensuring that the use of these technologies aligns with principles that safeguard the integrity of the educational process and the well-being of students. This proposed Ethical Code of Conduct for Tutoring in Higher Education outlines crucial principles that address transparency, accountability, equity, student well-being, and the responsible use of AI. By adhering to these principles, tutors can create a learning environment that respects the diverse backgrounds and experiences of students while promoting fairness and inclusivity.

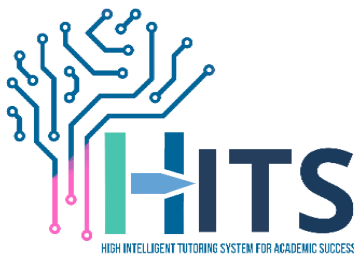
Transparency is paramount. Tutors must provide clear explanations about the AI tools they use, ensuring students understand how these technologies work, their purpose, and their impact on learning outcomes. Additionally, obtaining informed consent is essential. Tutors should ensure that



students are fully aware of what data is being collected, how it is used, and who has access to it. This respect for student autonomy is critical in fostering trust and promoting a positive educational experience. Accountability is another cornerstone of this ethical framework. Tutors must take responsibility for the ethical implications of their use of AI, regularly evaluating the impact of these technologies on student learning and well-being. They should promptly address any concerns or issues raised by students regarding the use of AI tools, ensuring that their actions align with the highest ethical standards. This commitment to accountability helps build a supportive and trustworthy educational environment. Equity and inclusion are integral to this ethical code. Tutors must ensure that AI tools and digital resources are accessible to all students, including those with disabilities or from marginalized groups. Recognizing and mitigating potential biases in AI algorithms is crucial in promoting fairness and equity in educational outcomes. By striving for an inclusive environment, tutors can provide equal opportunities for all students to succeed. Privacy and data security are fundamental to maintaining student trust. Tutors must prioritize the confidentiality and security of student data, following best practices for data encryption, storage, and sharing. Regularly updating security measures to protect against breaches and unauthorized access is essential in safeguarding sensitive information.

The human element in tutoring remains irreplaceable. While AI can enhance the tutoring process, it should be used as a supportive tool rather than a replacement for human interaction. Tutors should exercise professional judgment and critical thinking when interpreting AI-generated recommendations, ensuring that these technologies complement rather than supplant the personal and professional touch that defines effective tutoring. Professional development is crucial for tutors to stay informed about the latest developments in AI and digital education. Engaging in ongoing professional development ensures that tutors are equipped with the knowledge and skills necessary to integrate AI ethically into their practices. This commitment to continuous learning allows tutors to adapt to emerging ethical guidelines and best practices, ultimately enhancing their ability to support student learning effectively.

Empowering students to critically engage with AI tools and develop their digital literacy skills is essential for fostering a responsible and informed use of technology in education. Providing students with resources and support to navigate the ethical implications of AI helps them become



active participants in their learning journey, equipping them with the skills needed to thrive in a technologically advanced world.

Research and continuous improvement form the backbone of this ethical framework. Tutors should contribute to the academic community by sharing their insights and experiences on the ethical use of AI in education. This collaborative effort can lead to a deeper understanding of the ethical challenges and opportunities presented by AI, driving continuous improvement in tutoring practices. By integrating ethical considerations into the evaluation and adoption of new technologies, tutors can ensure that their practices remain relevant, effective, and aligned with the highest standards of integrity.

In conclusion, the ethical integration of AI in higher education tutoring is a complex but essential endeavor. By adhering to the principles of transparency, accountability, equity, privacy, human-centeredness, professional development, student empowerment, and continuous improvement, tutors can leverage AI to enhance student learning and success while upholding the integrity of the educational process. This ethical code of conduct provides a robust framework for guiding tutors in their interactions with students and their use of technology, ensuring that the benefits of AI are realized in a responsible and ethical manner. Through collective commitment to these principles, tutors, students, and educational institutions can work together to create a positive, inclusive, and ethically sound educational environment.

## Recommendations

1. To ensure transparency and ethical use of AI tools in tutoring, it is essential to address several key areas. At the start of the course, tutors should provide clear explanations and demonstrations of the AI tools, emphasizing their purposes, how they assist in the learning process, and their limitations. Students need to understand what data these tools collect, which should be relevant educational data, and how this data is used to enhance their learning experience, such as through personalized content or progress tracking. Furthermore, it is crucial to inform students about who has access to their data and under what circumstances, maintaining an open dialogue about updates to AI tools



and any changes in data usage policies. A dedicated FAQ section on the course platform can help address common queries and concerns.

2. Accountability and ethical use of AI are vital. Tutors should receive thorough training on the ethical use of AI and be required to report on their AI tool usage. Implementing periodic surveys and feedback sessions will allow for the collection of student experiences with AI tools, ensuring their perspectives are considered. Regular review meetings with an ethics committee will help evaluate the impact of these tools on student learning and well-being, providing a necessary oversight mechanism.
3. To make AI tools accessible to all students, including those with disabilities, it is important to design these tools following universal design principles. This approach ensures inclusivity and equal access for everyone. Providing additional help and resources for students who are less familiar with digital tools can bridge any gaps in technology proficiency. Moreover, conducting regular audits of AI tools to check for biases is essential. Involving diverse groups of students in the testing and feedback process can ensure that these tools are representative and fair.
4. Data privacy and security cannot be overlooked. Including a clear privacy statement in course materials and discussing data privacy practices during the first class, with regular reminders throughout the course, can help maintain transparency. Essential security measures, such as data encryption, secure storage, and access controls, should be in place to protect student data from breaches and unauthorized access.
5. Balancing AI use with human interaction is crucial in tutoring. Tutors should critically assess AI-generated recommendations, considering the context and individual needs of each student. AI can handle routine tasks like grading, freeing up tutors to engage in more meaningful interactions with students. Personalized feedback and support, which AI tools cannot provide, remain a critical component of effective tutoring.
6. Professional development opportunities focused on AI ethics, privacy, and bias mitigation are invaluable. Offering workshops and courses on these topics, as well as providing funding and resources for tutors to attend relevant conferences and training sessions, can enhance their understanding and responsible use of AI. Peer-learning

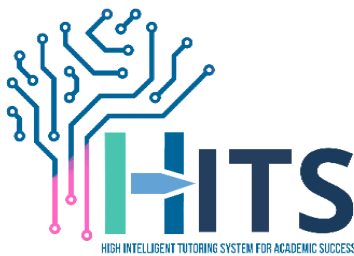


groups where tutors can share experiences and strategies also contribute to this ongoing education.

7. Encouraging students to critically engage with AI tools involves providing educational resources, such as reading materials, webinars, and workshops on AI ethics. Integrating digital literacy and AI ethics modules into the curriculum can foster a deeper understanding. Creating forums where students can discuss and share their thoughts on AI and offering extracurricular activities and projects involving AI tools can further stimulate their critical thinking and engagement.
8. Continuous improvement and research in AI-integrated tutoring are essential. Tutors can participate in research studies on AI ethics in education and share their findings through academic publications and conferences. Establishing continuous feedback loops with students and other stakeholders can help identify areas for improvement. Developing interdisciplinary research projects that include experts in education, AI, and ethics can provide a more comprehensive understanding of the ethical implications of AI use.
9. An ethical code of conduct should emphasize cultural sensitivity in designing and implementing AI tools. Guidelines for handling ethical dilemmas and conflicts of interest related to AI use are necessary. This code should be a living document, regularly updated to reflect new insights and technological advancements. Promoting the code widely among students and faculty ensures its principles are well-understood and adopted.

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