Artificial Intelligence Policy

1. **Purpose**

The Artificial Intelligence (AI) Policy outlines the Institution's commitment to the responsible and ethical development, procurement, use and management of AI technologies across the Institution's functions. It aims to balance innovation and benefits of AI with ethical considerations, institutional and societal values, and risk mitigation. It establishes a formal governance framework to ensure that AI systems are used to enhance teaching, learning, administrative operations and community engagement while maintaining compliance with legislative and regulatory standards, and promote transparency, accountability and inclusivity.

This policy should be read in conjunction with the:

- *Artificial Intelligence in Education (AIED) Framework;*
- *Use of Artificial Intelligence in Assessment Guidelines;*
- *Academic Integrity Policy (and related procedures);*
- *Assessment Policy (and related procedures);*
- *Course and Subject Policy;*
- *Scholarship and Scholarly Practice Policy;*
- *Scholarship and Scholarly Practice Procedures*
- *Privacy Policy*

2. **Scope**

This policy applies to all members of the Institution's community, including external parties who use, develop and manage AI technology on behalf of the Institution, or collaborate with the Institution on projects where AI technology is used (e.g. independent contractors commissioned to develop subjects).

The use of AI in research is governed by the *Scholarship and Scholarly Practice Policy* and its associated procedures and guidelines.

3. **Definitions**

See *Glossary of Terms.*

4. **Policy statements**

Whole-of-Institution Approach to AI

4.1 The Institution ensures AI technology aligns with ethical principles including community benefit, fairness, transparency, accountability, and privacy and security. This commitment aligns with the NSW Government's Mandatory Ethical Principles for the Use of AI and the Australia's Artificial Intelligence Ethics Principles.

4.2 AI technology may be used in administrative operations to improve efficiency, decision-making and service delivery, including data analysis, resource management and process automation, in line with ethical principles and regulatory requirements.

4.3 The Institution ensures equitable access to AI technology for all members of its community, including those with disabilities in accordance with the Technologies of Learning and Teaching Policy and the Diversity, Equity and Inclusion Policy.

4.4 AI technologies are used to enhance community engagement and outreach efforts by analysing community needs and improving communication strategies.

4.5 All AI systems must be designed, implemented and managed in alignment with the NSW Government's Mandatory Ethical Principles for the Use of AI and the Australia's Artificial Intelligence Ethics Principles.

4.6 The Institution acknowledges the legitimate concerns regarding AI and commits to balancing innovation with proactive risk management to protect the Institution and its community.

AI in Education

4.7 The Institution supports the responsible and appropriate use of AI technology in teaching, learning, scholarly practice and assessment practices to increase student engagement, enrich learning and improve learning outcomes. Refer to the *Artificial Intelligence in Education (AIED) Framework*.

4.8 AI technology is embedded into learning to develop AI literacy, preparing students for future innovations within industry. It supports, cognitive engagement, critical thinking and creativity, rather than restricting human thought and experience. Provision for AI in course, subject and assessment design

is outlined in the *AIED Framework*, *Use of AI in Assessment Guidelines*, *Course and Subject Policy* and *Assessment Policy*.

4.9 Where AI is permitted in assessments, the Institution upholds the integrity of assessment to ensure that students achieve learning outcomes.

4.10 Students and lecturers are provided with educational resources and training to increase AI literacy and competency.

4.11 Staff are provided with training, educational resources and professional development opportunities where appropriate to develop AI literacy skills and to stay informed of emerging developments.4.12 The Institution supports the use of AI in scholarship and research to advance knowledge and innovation, ensuring compliance with ethical guidelines, intellectual property rights and data privacy.

Responsible and Appropriate Use of AI

4.12 Students may use AI only with express permission in the relevant subject assessment brief. Unauthorised or undeclared use constitutes academic misconduct and is dealt with in accordance with the Academic Integrity Policy.

4.13 Staff may use AI technology to enhance teaching and learning, develop course materials, provide feedback to students for formative activities only and improve operational efficiencies subject to applicable procedures/ guidelines. Lecturers must remain central in this process, customising AI tools for meaningful and personalised feedback, maintaining trust and ensuring responsible and ethical use. Further detail is provided in the *AIED Framework*.

4.14 The Institution is committed transparent and responsible disclosure of AI use. Users must acknowledge where and how they have used AI.

4.15 The Institution limits reliance on AI detectors, focussing on educational approaches to ensure learning outcomes are met. AI is used to provide feedback that empowers educators and supports students. Preventative action is taken to mitigate risks to academic integrity, and students are provided with guidance on what constitutes academic misconduct.

4.16 Users are accountable for their use of AI and any outcomes and must ensure appropriate human oversight.

4.17 The Institution approves specific AI tools for general use (e.g. Microsoft Copilot). Use of other AI tools requires prior approval via the official request form and is assessed on a case-by-case basis. Approval is limited to the specific purpose or user does not imply general endorsement of the tool for broader use.

4.18 No sensitive or personal data may be entered into any AI tool without the explicit, informed consent of the individual concerned.

4.19 The Institution recognises AI's potential to collate diverse perspectives but warns of its limitations and its risk of perpetuating biases or discrimination. Users must critically evaluate AI generated content against trusted sources and address any errors or biases.

4.20 Sensitive, confidential or private information pertaining to the Institution, or individual members of its community to any AI technology (including Institution approved AI technology) must not be submitted to unsecured AI technology under any circumstances. Users must uphold the Institution's privacy and data protection principles at all times ensuring data security and avoiding unnecessary data collection.

4.21 Users must uphold the Institution's Intellectual Property (IP) rights and comply with copyright right obligations. Staff are not permitted to upload institutional IP or work of colleagues or students into unsecured AI technology.

4.22 Staff undertaking scholarly activity must acknowledge the use of AI and ensure dissemination outlets support its use (e.g. funding bodies, publishers, etc.). Staff undertaking scholarly activity must acknowledge AI use in accordance with the requirements of funding bodies and publishers.

4.23 Breaches of this policy are dealt with in accordance with the misconduct procedures outlined in the Employee Handbook (staff), and the Academic Integrity Policy and General Misconduct Policy (students).

5. Roles and responsibilities

5.1 The Chief Information Officer (CIO) and DVC (Learning and Teaching) are jointly responsible for the enforcement and compliance of this policy, and any associated procedures. 5.2 Chief Information Officer (CIO) has oversight of all IT systems and technology and is the approval authority for AI technology and is

responsible approving the use of AI tools beyond the primary institutionally approved AI tool.

5.2 The DVC (Learning and Teaching) oversees the implementation of the AIED Framework, the Use of Artificial Intelligence in Assessment Guidelines and reports progress through academic governance.

5.3 The Learning, Teaching and Innovation Team facilitates innovation and advises academic staff on technology-enhanced learning in consultation with the IT department.

5.4 An Artificial Intelligence Software Control Group is established to oversee the use, management and control of AI.

5.5 The Academic Board assures the quality of teaching and learning by overseeing academic integrity and monitoring of potential risks. It remains agile and adaptive in a rapidly evolving AI environment, ensuring compliance with the Higher education Standards Framework (Threshold Standards) 2021and maintaining the integrity of the Institution's awards.

5.6 The Learning and Teaching Committee monitors and reviews impact of AI tools on student learning outcomes and technology-enhanced learning activities, making recommendations for improvement to the Academic Board.

5.7 The Course and Subject Committee monitors the use of AI technology in course, subject and assessment design.

5.8 The Audit, Risk and Compliance Committee evaluates the risks associated with AI tools, considers risk mitigation strategies and reports to the Board of Directors.

5.9 The Board of Directors ensures governance frameworks, policies and strategies are in place that guide AI use of AI to ensure the integrity of awards, protect the Institution's IP and ensure staff and student privacy.

6. **Related documents**

Artificial Intelligence in Education (AIED) Framework

Academic Integrity Policy (and related procedures)

Assessment Policy (and related procedures)

Course and Subject Policy

ICMS Institutional Artificial Intelligence Strategy

Scholarship and Scholarly Practice Policy (and related procedures)

Privacy Policy

Risk Management Framework

Risk Management Policy

Use of Artificial Intelligence in Assessment Guidelines

7. **Version history**

Summary of changes	Approval date	Approved by
New	25 June 2024	Board of Directors
Expand the policy from teaching and learning to an institution-wide approach. The changes collectively strengthen the Institution’s governance of AI, clarify user responsibilities and ensure compliance with evolving ethical and legal standards. The updates also promote a culture of transparency and continuous improvement in the use of AI across all institutional functions.	2 December 2025	Board of Directors