ARTIFICIAL INTELLIGENCE POLICY AND PROCEDURES

Policy Statement	This policy and procedures support:
	• TEQSA Higher Education Standards Framework (Threshold Standards) 2021
	• Standards of Registered Training Organisations 2015 (Standard 1 Clause 1.8)
Responsibility for Implementation	Chief Information Officer, Executive Deans, Associate Deans, Course Co-ordinators, Senior Lecturers, Lecturers, Head of Vocational Education, VET Course Co-ordinators, Trainers and Assessors, HED Academic Staff and VET Teaching Staff
Compliance and Monitoring	Chief Risk and Compliance Officer, Academic Board, Audit and Risk Management Committee, Governing Board.

1. Purpose

The purpose of this policy is to provide guidelines for the use of Artificial Intelligence (AI) and Generative Artificial Intelligence (GenAI) tools by professional and academic staff, as well as students, at Kent Institute Australia (Kent). The policy ensures responsible, ethical, and equitable use of AI tools in alignment with the Kent's commitment to academic integrity and the protection of personal and confidential information and intellectual property.

2. Scope

This policy applies to all staff and students of Kent. It governs the use of AI and GenAI tools in all activities related to teaching, learning, operations, administration, and research.

3. Aim

The aim of this policy is to:

- Promote the responsible use of AI and GenAI tools.
- Uphold academic integrity in the context of AI use.
- Provide protocols for ensuring equity, ethics, and confidentiality in AI use.
- Support staff and student education on AI capabilities and limitations.

This policy should be read in conjunction with Kent's:

- *Academic Integrity Policy and Procedures*
- *Privacy Policy*
- *ICT Usage Policy and Procedures*
- Student Non-Academic Misconduct Policy and Procedures
- Student Code of Conduct (HED/VET Student Handbook)
- Employee Code of Conduct (Staff Handbook)

4. Definitions

- **Artificial Intelligence (AI) Tool**: Any machine, program or algorithm that has the capacity to learn from data and make decisions, solve problems, complete tasks, or generate texts, images, or other materials based on user-provided prompts. AI encompasses Generative AI (GenAI – see below).
- **Generative Artificial Intelligence (GenAI)**: A subset of AI that can generate new content, such as text, data, audio, video, images, multimedia, code, or other material in any other format, based on a model that learns from input data.
- **Personal Information**: Any information that can identify an individual, such as name, address, contact information, or other sensitive data protected under privacy laws.
- **Confidential Information**: Any data or information that is deemed sensitive, proprietary, or not for public dissemination, including but not limited to business strategies, proprietary research, and sensitive student data.

5. What is Artificial Intelligence and Generative Artificial Intelligence?

AI tools simulate human intelligence by performing tasks such as problem-solving, data analysis, and content generation. Generative AI (GenAI) is a specific type of AI designed to create new material, such as writing text, producing images, or generating code, based on training data and user inputs.

6. Benefits and Risks of AI and GenAI

Kent recognises that AI and GenAI tools offer a range of benefits that can enhance the teaching, learning, and operational capacities of Kent. These include prospective operational and cost efficiencies and automation, innovation in Teaching and Learning and enhanced learning experiences for students, leading to job ready graduates able to use the tools which modern workplaces employ.

However, Kent also recognises substantial risks and essential considerations with prospective use of AI Technology in the context of Kent operations which must be managed. These include:

- **Ethical considerations associated** of responsible AI use, ensuring that generated outputs do not perpetuate bias, misinformation, or harm and are fair, transparent, and accountable.
- The need to **authenticate AI-generated outputs**, especially those used in decision-making processes to ensure their integrity.
- **Promotion of equitable access** to AI tools to ensure that all students and staff have equal opportunities to benefit from such technologies, preventing any undue advantage or disadvantage.
- The prospect for AI to **undermine the academic integrity or authenticity of work** submitted by students or staff and the need to promote attribution of such use and adherence to ethical academic practices when AI tools are used to assure the integrity of qualifications awarded by Kent.
- **Data Privacy and Security** of personal and confidential information and intellectual property, and the need to mitigate data breaches.
- **Compliance** considerations with relevant legal and regulatory frameworks and mitigation of legal liabilities and reputational risks for Kent arising from unauthorised or irresponsible use of such technologies in the context of Kent operations.

7. Staff and Student Education and Preventative Measures

Kent will provide regular training and resources to both staff and students on the responsible use of AI tools, including understanding the capabilities, limitations, and ethical implications. Workshops, guides, and online modules will be made available to enhance AI literacy.

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In particular, students will be required to complete an academic integrity module in Moodle which includes substantial information about Academic Integrity and guidance on responsible use of generative AI.

Kent may use any detection tools available to identify content potentially generated by AI. AI detection tool findings in and of themselves will not be be used as absolute proof that misconduct has taken place, but may be used by Kent in conjunction other available evidence to establish whether a breach of academic integrity has taken place.

8. Provision of Access to Artificial Intelligence Tools by Kent

8.1 AI Tools for Teaching Learning and research purposes:

Kent may provide access to approved AI tools for specific teaching, learning, and research purposes for both students and staff.

Where such tools are provided, Kent will provide guidance on the use of the specific tools and ensure equitable access for all target users, including academic staff and students. Regular evaluation of the tools and their use will take place to ensure they align with the intended outcomes and and promote the intended teaching and learning outcomes.

AI-generated outputs must be critically evaluated to ensure currency, accuracy, compliance with Kent policy, and protection of confidential information.

8.2 AI Tools for Professional Staff Use

Kent may provide access to approved AI tools for professional staff use in the context of their specific role and duties, such as administrative automation tools or data analytics platforms.

Where such tools are provided, Kent will provide guidance on the use of the specific tools and ensure equitable access for all target users.

9. Terms of use of AI Tools in the Context of Kent Operations

9.1 – General Use Guidelines applicable to all Kent stakeholders

When used in the context ok Kent operations, AI tools must be use in a way that:

- Supports Kent's teaching and learning, operational and strategic goals while maintaining data privacy and confidentiality
- Only inputs data into commercial AI tools that would also be appropriate to share with external organisations, companies, and competitors.
- Does not compromise Kent's information privacy
- Does not share information that identifies an individual, individuals or Kent as an entity.
- Does not compromise Kent's data or network security or data integrity
- Does not compromise Kent intellectual property.
- Does not compromise Kent's obligations with respect to copyright.
- Is in accordance with guidelines provided by Kent for the specific tool in question and any broader Kent Policies and Procedures and regulatory or legislative requirements where applicable.

9.1.1 Responsible Use of AI Tools by Professional Staff:

Professional staff may use any AI Tools supplied by Kent in responsible manner, to complete the functions associated with their role at Kent and within the guidelines provided by Kent.

Professional staff must obtain permission from their Unit manager prior to using any non-Kent supplied AI tools to fulfil their Kent functions.

Prior to approving any additional AI tools to be used by their staff, Unit managers must seek consensus from the Senior Management Group.

9.1.2   Responsible Use of AI Tools by Academic Staff in Teaching and Assessment:

Higher Education and Vocational Education Academic and Teaching staff, including Vocational Education Trainers and Assessors, are encouraged to use any Kent supplied AI tools to fulfil their teaching and learning functions at Kent in a responsible manner that supplements but does not substitute academic rigor and sound pedagogical practice.

- Use of AI tools in Teaching and Learning must not compromise academic integrity, the integrity of student outcomes or of Kent qualifications.
- Users must ensure that these tools do not replace fundamental learning objectives in Kent courses.
- Academic and Teaching staff and Trainers and Assessors responsible for writing of assessment tasks must ensure that guidance is provided to students as part of the assessment tasks as to whether and how students are permitted to use AI technologies in the context of the assessment or Unit. This information is to be provided in writing as part of the Assessment Brief (Higher Education) or Assessment Pack or other assessment documents (Vocational Education).
- Academic and Teaching staff and Trainers and Assessors must ensure that assessments are designed in a way that discourages inappropriate use of AI tools by students.
- Academic and Teaching staff and Trainers and Assessors should model the responsible use of AI in teaching and research activities.

Higher Education Academic staff must obtain permission from their Executive Dean (Teaching and Learning) and VET Staff must obtain permissions from the Head of Vocational Education prior to using any non-Kent supplied AI tools to fulfil their Kent functions.

9.1.3   Responsible Use of AI Tools for Research Purposes & Research Integrity

When using AI tools for research purposes, staff must adhere to the below guidelines to ensure that AI tools contribute to the advancement of academic research in a responsible, ethical, and transparent manner.

In conducting research and any research associated activities, Kent staff must:

- develop a solid understanding of any AI tools they are using in research. This includes familiarizing themselves with the tool's strengths, limitations, and any potential risks to ensure the tool is applied appropriately within their research context.
- ensure that AI tools are used ethically in research, with consideration for fairness, accuracy, and transparency.
- not use AI technologies to manipulate data, misrepresent findings, or generate misleading research outcomes.
- ensure that no personal or sensitive data is uploaded to AI systems
- ensure any data submitted to AI technologies complies with data protection laws, privacy standards, and Kent's policies and procedures.

- critically evaluate the AI-generated outputs and take steps to identify and mitigate any biased or discriminatory results in their research.
- document and disclose their use of AI tools in their research. This includes specifying the AI tools used, the nature of their involvement in the research process, and the limitations of the AI-generated outputs.
- clearly distinguish between AI-generated content and their own intellectual contributions. AI-generated outputs should not be presented as original work unless they are explicitly credited as such, and authorship of research publications should reflect the true contributions of all involved parties, including the role of AI.
- comply with Kent's *Academic Integrity Policy and Procedures* and Employee Code of Conduct as provisioned in the Staff Handbook.
- comply with the broader ethical standards of academic research (e.g. *National Statement on Ethical Conduct in Human Research (2007)*), including those related to human subject research, animal welfare, and environmental sustainability.
- obtain any necessary ethics approvals when applying AI tools to sensitive or regulated areas of study.
- continuously evaluate the relevance and reliability of the tools they use in research. This includes keeping up-to-date with advancements in AI technology, best practices, and the ethical standards surrounding AI use in academia.

Staff who misuse AI tools in a way that compromises research integrity, contravenes the Kent *Academic Integrity Policy and Procedures,* Kent Employee Code of Conduct or *National Statement on Ethical Conduct in Human Research will be* subject to disciplinary action as provisioned under the *Staff Misconduct Policy and Procedures.*

9.1.4   Responsible Use of AI Tools by Students and Academic Integrity.

- Students must only use AI tools in a way that supports learning and personal development.
- Any use of AI within the context of assignments or assessments must be clearly be identified and attributed.
- Any use of AI within the context of assignments or assessments must be contained to scope of permissible use, as provisioned by assessment briefs or other applicable assessment materials as relevant.
- Where assessment briefs and/or other applicable assessment materials do not provision for or directly preclude the use of AI, students must not use such technologies to complete the assessment.
- Students must adhere to Kent's Academic Integrity Policy and Procedures at all times.
- Unauthorised or undeclared use of AI within the context of assessments is considered a breach of Academic Integrity and penalties will be applied to as provisioned under the *Academic Integrity Policy and Procedures.*
- Where a breach pertaining to AI use contravenes the *Student Non-Academic Misconduct Policy and Procedures*, disciplinary action may be undertake as provisioned within this Policy and Procedures.

13. Records and Reporting on the Use of AI Tools

Breaches involving use of AI will be recorded and reported according to provisions in the relevant Policy and Procedures as applicable;

- *Academic Integrity Policy and Procedures*
- *Student Non-Academic Misconduct Policy and Procedures*
- *Staff Misconduct Policy and Procedures.*
- Student Code of Conduct (HED/VET Student Handbook)
- Employee Code of Conduct (Staff Handbook)

- *Privacy Policy*
- *ICT Usage Policy and Procedures*

Notably, with reference to student academic misconduct, records of all cases of student academic misconduct involving AI will be maintained on the student's file on the Kent Student Information System (SIS) and the Associate Dean and Head of Vocational Education will record all details on the **Academic Misconduct Register** and be reported in a de-identified format to Academic Board by the Executive Dean (Teaching and Learning) and by the Head of Vocational Education.

The Chief Risk and Compliance Officer or the equivalent officer will provide an annual report on Academic Misconduct and Research Misconduct to the Audit & Risk Management Committee.

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AMENDMENTS: