

The Artificial Intelligence Policy and the Artificial Intelligence Procedure are works in progress as the technology, the law and the College usage evolves.



## ARTIFICIAL INTELLIGENCE POLICY<sup>1</sup>

### Section 1 - Purpose and Scope

#### Purpose

- (1) This Policy sets out the guidelines for the use of Artificial Intelligence (AI) systems by the College. The landscape of AI is rapidly developing and will change the way we teach, learn and work.
- (2) The purpose of this Policy is to:
  - (a) support the safe and ethical use of AI in learning and teaching and business operations; and
  - (b) help prepare students and staff for the widespread use of AI across the industries and professions for which the College prepares students and which it supports.

#### Scope

- (3) This Policy applies to all students, staff, third party suppliers and partners engaged in using or developing such systems within or on behalf of the College.

### Section 2 – Definitions

- (4) In this Policy:
  - (a) **AI** as per the [New South Wales Government's AI Assurance Framework](#), means “intelligent technology, programs and the use of advanced computing algorithms that can augment decision-making by identifying meaningful patterns in data.” AI is used to solve problems autonomously and in some instances without human assistance.
  - (b) **AI System** means any software, system or technology that uses AI as part of its underlying decision-making architecture.
  - (c) **Algorithm** means a step-by-step procedure or set of rules designed to solve a specific problem or perform a particular task. AI algorithms are designed to analyse large datasets, recognise patterns, make predictions/extract meaningful insights, and learn from experience, among other tasks..
  - (d) **Algorithmic bias** means systematic and unfair discrimination that can occur in automated decision-making systems or algorithms. It arises when these algorithms produce outcomes that systematically disadvantage certain groups of people, based on factors such as race, gender, age, ethnicity, socioeconomic status, or other characteristics.

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<sup>1</sup> Adapted from UTS Artificial Intelligence Operations Policy  
Artificial Intelligence Policy version 1

### Section 3 – Policy Statement

- (5) The College is dedicated to advancing knowledge and learning, and preparing work-ready graduates. It therefore embraces the opportunities presented through the ethical use of Artificial Intelligence (AI) systems and tools by its staff, students, third party suppliers and partners, with the aim of enhancing user experiences and/or their capabilities.
- (6) The College recognises that AI is a developing technology and the College will continue to actively monitor developments, sector implications and associated regulatory changes as they emerge. The College seeks to be flexible and adaptable in its approach to AI to ensure it supports its educational goals without compromising quality.

#### Ethical Principles guiding the use of AI

- (7) In considering the application of AI across its various operations, the College has adopted the NSW Government **Mandatory Ethical Principles for the use of AI**, as follows.

**a) Community benefit**

AI should deliver the best outcome for the ACPE community and delivery key insights into decision-making. AI must be the most appropriate solution for a service delivery or policy problem compared to other analysis and policy tools.

**b) Fairness**

Use of AI will include safeguards to manage data bias or data quality risks. The best use of AI will depend on data quality and relevant data. It will also rely on careful data management to ensure potential data biases are identified and appropriately managed.

**c) Privacy and security**

AI will include the highest levels of assurance. The College community must have confidence that data is used safely and securely in a manner consistent with privacy, data sharing and information access requirements.

**d) Transparency and reliability**

Review mechanisms will ensure that students, staff or other members of the College community can question and challenge AI-based outcomes and there is access to an efficient and transparent review process if there are questions about the use of data or AI informed outcomes.

The College recognises the importance of transparent communication regarding the purpose, scope, limitations, and methodologies underlying AI applications to all stakeholders. This includes openly disclosing data sources

and decision-making processes, enabling staff and students to effectively engage with and question AI-generated outcomes.

#### **e) Accountability**

Despite the capabilities of AI, decision-making remains the responsibility of the College. The College will ensure there are clear lines of responsibility for the development, deployment, and oversight of AI applications. This includes implementing measures to ensure that AI systems are auditable, traceable, and subject to human review, oversight, and intervention. Robust monitoring and reporting mechanisms will be enforced to track the impact of AI applications.

Source: New South Wales government: Mandatory Ethical Principles for the use of AI [[Mandatory Ethical Principles for the use of AI | Digital.NSW](#) accessed May 2024]

- (8) The College requires that any use of AI be cognisant of its inherent limitations (including the potential for algorithmic bias) and to avoid these limitations and other emerging risks to the College, its staff, students and other stakeholders. The College will be informed by the AI Assurance Framework developed by the NSW government, particularly in terms of balancing risks and opportunities.

#### **Breaches and Complaints**

- (9) Breaches of this Policy will be reported to the CEO. Any data breaches or suspected data breaches will be managed in accordance with the College's Privacy Policy.
- (10) Complaints in relation to the use of AI systems or the outcomes thereof will be managed in line with the College's Staff Grievance Policy and Procedure and the Student Grievances and Complaints Policy and associated Procedure.

#### **Related documents**

**This Policy should be read in conjunction with, but is not limited to the College:**

- Artificial Intelligence Procedure
- Privacy Policy
- Privacy Procedure
- Staff Code of Conduct
- Student Code of Conduct
- Academic Integrity Policy
- Academic Integrity Procedure
- Assessment Policy and Procedure
- Grievances, Complaints and Appeals Policy
- Grievances Complaints and Appeals Procedure
- Values

**Relevant legislation and regulatory requirements which inform this Policy include:**

- Australian Qualifications Framework
- Higher Education Standards Framework (Threshold Standards) 2021
- Tertiary Education Quality and Standards Agency Act 2011 (TEQSA Act)
- Privacy Act 1988 (Cth) and the Australian Privacy Principles (APPs)
- Australian Privacy Principles Guidelines Office of the Australian Information Commissioner (combined December 2022)
- Health Records and Information Privacy Act 2002 (NSW) (where applicable)
- European Union General Data Protection Regulation 2016 (where applicable)
- National Code of Practice for Providers of Education and Training to Overseas Students 2018

**References:**

Informed by:

University of Technology, Sydney, *Artificial Intelligence Operations Policy* (V1.0) <https://www.uts.edu.au/about/uts-governance/policies/uts-policy/artificial-intelligence-operations-policy> [accessed May 2024]

NSW Government (Digital.NSW) *NSW Artificial Intelligence Assurance Framework* (effective from March 2022) available at <https://www.digital.nsw.gov.au/policy/artificial-intelligence/nsw-artificial-intelligence-assurance-framework> [accessed May 2024]

NSW Government (Digital.NSW) *Mandatory Ethical Principles for the use of AI* available at <https://www.digital.nsw.gov.au/policy/artificial-intelligence/artificial-intelligence-ethics-policy/mandatory-ethical-principles> [accessed May 2024]

**Document Administration**

<b>Policy Name</b>	Artificial Intelligence Policy
<b>Policy Owner</b>	CEO
<b>Approval Authority</b>	Board of Directors
<b>Approval Date</b>	27 June 2024
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<b>Amendment history</b>	
<b>Version 1: 2 April 2024</b>	Document developed and implemented.
<b>Version 2: 27 June 2024</b>	Procedural elements removed from the policy and added to a separate procedure document. Editorial changes and refinement of definitions.

# Unless otherwise indicated, this Policy will still apply beyond the Review date