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 PROCEDURE[1]

Section 1 - Purpose and Scope

Purpose

(1)   This Procedure supports the implementation of the Artificial Intelligence Policy.

(2)   The Procedure 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

(3)   In addition to the definitions set out in the Artificial Intelligence Policy:

(a) **Non-operational AI system** means AI systems that do not use a live environment for their source data.

(b) **Operational AI systems** means an artificial intelligence system that is actively deployed and functioning in a live operational environment to automate processes or tasks, or enhance decision-making capabilities.

(c) **Personal information** means any information that, whether alone or in combination with other available information, identifies, relates to, describes, and/or is reasonably capable of being associated with, or could reasonably be linked, directly or indirectly, to an individual.

Section 3 – PROCEDURE

(4)   **Appropriate use of AI at the College** AI is a developing technology. Examples of the way it may be deployed to support a number of operational areas, include but is not limited to:

(a) Enhancing the quality of teaching and learning including assessments.
(b) Verifying identity, preserving academic integrity and detecting potential cheating.
(c) Developing and improving activities designed to support students.
(d) Enhancing student and staff experiences and /or capabilities.
(e) Increasing operational efficiency to deliver tasks or results at greater speed or scalability.

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[1] Adapted from UTS Artificial Intelligence Operations Policy

Printed versions of this document are not controlled. Please refer to the ACPE website for the latest version.

(f) Enhancing competitiveness in a changing and competitive landscape, including marketing automations and activities, and various means of facilitating student recruitment, including prospect rating and personalisation.

(g) Enhancing protective measures for digital and/or physical resources.

(h) Generating ideas for potential solutions to organisational issues.

(i) Providing informative and constructive feedback in different forms, tailored to the needs of different stakeholders and audiences, within and external to the College.

(5) The College acknowledges that:

(a) Legitimate concerns exist regarding the utilization and dependability of AI. The College will endeavour to strike a balance between leveraging opportunities for enhancement and automation while simultaneously managing and mitigating risks to the College and its community.

(b) Algorithmic bias has the potential to result in erroneous or unjustified differential treatment, leading to unintended or serious consequences for groups of individuals and/or their human rights.

(c) The use of AI is subject to increasing regulation. Consequently, the Artificial Intelligence Policy and this Procedure will be monitored to ensure alignment with current and emerging regulatory standards and government guidance.

AI Risks

(6) The College will monitor the use, and potential use, of AI and AI technologies across its operations for risk. The College recognises that highly autonomous and operational AI systems with minimal controls are generally deemed to present higher risk to individual safety and wellbeing. In comparison, non-autonomous and non-operational AI systems and technologies are deemed to present lower risk.

(7) In assessing and managing the use of AI, the College will be informed by the NSW Artificial Intelligence Assurance Framework in evaluating the AI benefits and risk and the extent to which any risks can be appropriately mitigated.

Privacy of personal information

(8) Where personal information is captured, used or stored by an AI system, the manager overseeing the implementation of the system will complete a privacy impact assessment. This will be approved by the CEO and managed in line with the requirements of the College's Privacy Policy.

(9) Biometric information will be treated as sensitive personal information.

Related documents

This Procedure should be read in conjunction with, but is not limited to the College:
- Artificial Intelligence Policy
- 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

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