

ARTIFICIAL INTELLIGENCE (AI) USAGE POLICY

1. Purpose

The purpose of this policy is to guide the safe, ethical, and effective use of Artificial Intelligence (AI) within ATEC. AI tools can improve efficiency, enhance training delivery, and support operations, but they must be used in ways that align with ATEC's mission, values, and legal obligations.

2. Scope

This policy applies to all prospective and enrolled ATEC students and staff who may use AI tools in their work.

3. Definitions

Artificial Intelligence (AI): Artificial intelligence is the simulation of human intelligence processes by machines, especially computer systems. Specific applications of AI include chatbots (ChatGPT, Copilot), machine learning and natural language processing.

Cheating: Cheating occurs when a student attempts to achieve academic credit in a way that is dishonest, disrespectful, irresponsible, untrustworthy, or unfair. Cheating misrepresents a student's knowledge and abilities and undermines the assessor's ability to assess student knowledge and abilities honestly and fairly.

Plagiarism: Plagiarism is presenting someone else's work as your own, with or without their consent by incorporating it into their work without acknowledgement. Plagiarism may be intentional or unintentional.

4. Permitted Uses of AI

Students may use AI tools to support their learning in the following ways:

- Researching and generating ideas – used as a study aid for gathering background information or brainstorming.
- Language support – improving grammar, spelling, and readability of text they have written themselves.
- Practice and revision – creating practice questions or scenarios for self-study.
- Concept clarification – seeking explanations of topics, processes or industry standards.

Staff may use AI tools to support their role in the following ways:

- Drafting and editing communications, reports, marketing material, or educational resources (subject to human review).
- Research.
- Supporting administrative efficiency (e.g. scheduling, summarising notes, drafting policies and tabling data).
- Enhancing teaching and learning (e.g. generating examples, quizzes, or lesson support material).
- Data analysis and insights (where datasets are redacted).
- Generating images and text to image.

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5. Prohibited Uses of AI

Students must not use AI tools in a way that will compromise academic integrity, including:

- Submitting AI-generated content as their own original work.
- Using AI to complete assessments without proper authorization.
- Employing AI tools to bypass learning objectives or assessment requirements.
- Circumvent learning activities or avoid demonstrating the competencies required.
- Engaging in any form of cheating or plagiarism facilitated by AI technologies.

ATEC emphasizes the importance of authentic assessments that reflect a student's own understanding and capabilities. The use of AI tools must not undermine the validity and reliability of assessment outcomes.

AI chatbots sometimes provide answers that cannot be tracked back to the source of information and may repeat disinformation found online. Students are therefore responsible for ensuring AI-generated content is substantially transformed or critically engaged with, to reflect their original thought, critical analysis and understanding of the subject matter.

Staff must not use AI tools for the following purposes:

- Making final decisions about learner eligibility, assessment outcomes, employment, or disciplinary matters.
- Processing, storing, or generating outputs from personal, sensitive, or confidential information.
- Creating deceptive or misleading content (e.g. deepfakes, impersonations).
- Manipulating data or misrepresentation of findings.
- Circumventing ATEC's existing policies on equity, safeguarding, or data protection.
- As a final editing tool.

6. Responsibilities

- Students: Are responsible for ensuring their research and work adheres to this policy.
- Staff: Use AI responsibly, review and verify AI outputs carefully, and declare when AI has contributed to work.
- Managers: Ensure AI use in their area follows this policy, and that staff are trained appropriately.
- IT: Approve AI platforms for use, monitor emerging risks, and update guidance as needed.

7. Approval & Oversight

- Only AI tools approved by ATEC's management may be used for organisational purposes.
- Staff must seek approval before using new AI tools in their work.
- Review of the AI Usage Policy will be conducted annually or when significant changes occur to ensure compliance and relevance.

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8. Breaches

Staff who fail to comply with this policy may result in disciplinary action in line with SUP-PRO-DOC-013 Employee Performance Management Process.

The misuse of AI tools by students may result in:

- Reassessment or resubmission of work
- Academic misconduct investigation
- Competency Not Achieved (CNA) outcome
- Disciplinary action in line with the Student Code of Conduct

9. Related Legislation and Documentation

2025 Standards for Registered Training Organisations

Privacy Act 1988

Copyright Act 1968

SUP-POL-015 Code of Ethics

SUP-POL-019 Privacy Policy

SUP-PRO-DOC-013 Employee Performance Management Process.