

Use of Artificial Intelligence Policy

1. Purpose and Scope

This Policy provides a framework for the responsible and ethical use of Artificial Intelligence (AI) technologies at King's Own Institute (KOI) for the purposes of learning, teaching, assessment, research, and administrative functions. The purpose of this policy is to ensure that the development, procurement, deployment, and use of AI technologies at KOI are aligned with best practices in AI ethics, uphold academic integrity, comply with relevant laws and regulations, and support KOI's commitment to excellence in higher education.

This Policy applies to all students, academic staff, professional staff, affiliates, and visitors involved in the use of AI technologies at KOI.

2. Related Documents

This Policy is to be read in conjunction with KOI's:

- Assessment and Assessment Appeals Policy
- Intellectual Property Policy
- Privacy Policy
- Provision and Acceptable Use of IT Resources Policy
- Research and Scholarship Policy
- Staff Code of Conduct
- Student Academic Integrity Policy
- Student Code of Conduct

3. Definitions

Artificial Intelligence (AI)	A broad term that refers to computer systems capable of performing tasks that typically require human intelligence. This includes learning from data, making predictions or decisions, recognising patterns, or simulating aspects of human cognition.
Generative AI	Refers to artificial intelligence systems capable of generating new content, including text, images, audio, video, or code, based on patterns learned from existing data.
AI System	Refers to any software, platform, or service that incorporates AI technologies, whether developed internally, procured from external vendors, or accessed as a free or commercial service.
AI Lifecycle	Encompasses the entire process of AI development and use, including design, development, deployment, monitoring, evaluation, and eventual decommissioning.
AI Ethics	Refers to the moral principles and values that should guide the development and use of AI technologies, including fairness, transparency, accountability, privacy, and security.

Academic Integrity	Upholding ethical standards in academic work, including honesty, trust, fairness, respect, and responsibility.
Approved AI Tools	AI systems that have been formally assessed and approved by KOI's IT department for KOI use, meeting security, privacy, and compliance requirements.
Sensitive Data	Information that requires protection due to legal, regulatory, or KOI requirements, including personal information, student records, financial data, research data, intellectual property, and confidential business information.
Data Residency	The physical or geographic location where data is stored and processed.

All use of AI systems must comply with relevant Australian legislation, including the Privacy Act 1988 (Cth), the Copyright Act 1968 (Cth), and the Higher Education Standards Framework (Threshold Standards) 2021. Where applicable, international frameworks such as the GDPR must also be considered.

4. Policy

AI Use in Learning and Teaching

4.1 KOI acknowledges the evolving nature of AI technologies and their potential to enhance learning and teaching experiences.

4.2 Academic staff may incorporate AI tools as appropriate to support teaching practices, enhance student learning experiences, and prepare students for future careers where AI competencies are valued.

4.3 When designing learning and teaching activities, academic staff must:

- clearly communicate to students the permitted uses of AI tools;
- ensure learning outcomes remain the primary focus;
- design appropriate assessment tasks that maintain academic integrity; and
- provide students with guidance on the ethical use of AI tools.

AI Use in Assessment

4.4 The use of AI in assessment activities must be specifically addressed in subject outlines and assessment instructions.

4.5 Unless explicitly permitted in the assessment instructions:

- students must not use AI tools to generate substantive content for assessments;
- students must acknowledge any use of AI tools as part of their assessment submission; and
- work submitted for assessment must represent the student's own understanding, abilities, and effort.

4.6 Where AI use is permitted in assessment tasks:

- clear instructions must be provided regarding acceptable use;
- students must provide transparent documentation of AI use; and
- assessment design should focus on higher-order skills such as critical thinking, evaluation, and application.

4.7 Subject Coordinators may designate certain assessments as "AI-restricted" where the use of AI tools is prohibited, particularly for assessments that evaluate foundational knowledge or skills.

4.8 KOI reserves the right to use AI detection tools to review submitted assessment work.

AI Use in Research

4.9 Researchers using AI tools must:

- maintain research integrity and ethical standards;
- acknowledge AI use in research methodology and publications;
- verify AI-generated outputs for accuracy and reliability; and
- ensure compliance with research ethics requirements.

4.10 AI tools should complement, not replace, human judgment in research activities.

AI Use in Administrative Functions

4.11 KOI may employ AI systems to improve administrative efficiency, enhance service delivery, and inform decision-making processes.

4.12 AI systems used for administrative purposes must:

- enhance, not replace, human decision-making in areas affecting individuals' rights or welfare;
- be regularly evaluated for accuracy, fairness, and effectiveness;
- be transparent in their implementation and use; and
- comply with relevant privacy legislation and KOI's Privacy Policy.

AI Development and Procurement

4.13 The development or procurement of AI systems must:

- align with KOI's strategic goals and values;
- undergo appropriate risk assessment;
- consider ethical implications;
- be reviewed for data privacy and security compliance; and
- include clear documentation of purpose, functionality, and limitations.

5. Principles

Acknowledging that students will enter a dynamic job market where Gen AI is prevalent, KOI aims to equip graduates so that they can ethically and effectively succeed in an AI-driven world. KOI is committed to the following principles for AI use:

Excellence and Integrity

- Maintaining KOI's commitment to excellence and integrity in learning, teaching, assessment, research, and administrative functions as AI technologies evolve.
- Communicating clear guidance to staff and students regarding the appropriate use of AI technologies in different contexts.
- Fostering a culture of ethical AI use that supports academic integrity.

Human-Centred Values

- Ensuring that AI systems respect human rights, diversity, and individual autonomy.

- Prioritising human judgment in decision-making processes where AI is used.
- Designing AI implementations that augment human capabilities rather than replace them.

Fairness and Non-Discrimination

- Implementing AI systems that are inclusive and accessible.
- Testing AI systems regularly for bias and taking steps to mitigate unfair discrimination.
- Ensuring that AI use does not disadvantage any individuals or groups.

Transparency and Explainability

- Providing clear information about when and how AI systems are being used.
- Ensuring that AI-assisted decisions can be explained and understood.
- Maintaining transparency regarding the limitations of AI systems.

Privacy and Security

- Protecting personal information used in AI systems.
- Implementing appropriate security measures for AI applications.
- Ensuring compliance with relevant privacy legislation and standards.
- Maintaining strict data governance controls for all AI implementations.
- Ensuring data sovereignty and residency requirements are met.

Accountability

- Establishing clear lines of responsibility for AI systems.
- Reviewing and evaluating AI implementations on a regular basis.
- Providing mechanisms for addressing concerns about AI use.
- Implementing robust monitoring and compliance mechanisms.

Continuous Improvement

- Reviewing this policy regularly to reflect evolving best practices and regulations.
- Providing ongoing professional development opportunities in ethical AI use.
- Maintaining awareness of advancements in AI ethics and governance.
- Adapting security measures to address emerging AI-related risks.

6. Roles and Responsibilities

CEO and President

- Provides strategic direction for AI implementation at KOI.
- Approves significant AI initiatives and reviews policy effectiveness.
- Ensures adequate resources for AI governance and security measures.

Academic Board

- Oversees the implementation of this policy in academic contexts.
- Reviews and approves AI use in teaching, learning, and assessment.

Audit and Risk Committee

- Reviews AI-related risk assessments and mitigation strategies.
- Monitors compliance with data governance and security requirements.

- Oversees AI-related incident reporting and response.

GenAI Reference Group

- Provides guidance on ethical AI implementation.
- Reviews complex or high-risk AI use cases.
- Recommends policy updates based on emerging AI developments.
- Evaluates new AI tools and services for institutional approval.

Director of Information Technology

- Oversees the technical implementation of AI systems.
- Ensures appropriate security measures for AI applications.
- Provides technical advice on AI capabilities and limitations.
- Maintains the approved AI tools register.
- Conducts vendor risk assessments for AI services.
- Manages AI-related security incidents and investigations.

Director of Learning & Teaching / Heads of Program / Academic Managers

- Ensure appropriate AI integration in their respective areas.
- Support staff in developing AI literacy and ethical practice.
- Monitor AI use in teaching, learning, and assessment.
- Ensure staff comply with data governance requirements in academic contexts.

Subject Coordinators

- Determine appropriate AI use in their subjects.
- Clearly communicate AI policies in subject outlines.
- Design assessments that maintain academic integrity in an AI context.

Academic Staff

- Use AI tools ethically in teaching and research.
- Provide guidance to students on appropriate AI use.
- Stay informed about AI developments in their discipline.
- Comply with data classification and handling requirements.
- Use only approved AI tools for work-related activities.

Students

- Use AI tools in accordance with subject guidelines and this policy.
- Acknowledge and document any permitted AI use in assessment submissions.
- Maintain academic integrity in all academic work.

Administrative Staff

- Classify data appropriately before using any AI tools.
- Use only approved AI tools for work-related activities.
- Never input sensitive, confidential, or personal data into external AI systems.
- Be aware of intellectual property and copyright issues that may arise from the use of AI-generated content and take steps to ensure that no violations occur.
- Use AI tools in accordance with this policy and their position responsibilities.

- Report any concerns about AI systems to appropriate authorities.
- Complete mandatory AI governance training.
- Report suspected policy violations or security incidents immediately.

Director Governance, Risk & Compliance

- Conducts privacy impact assessments for AI implementations.
- Ensures AI tools comply with privacy legislation requirements.
- Investigates privacy-related complaints involving AI systems.
- Reviews contracts and agreements for AI services.
- Ensures regulatory compliance for AI implementations.
- Advises on legal implications of AI use.

7. Implementation and Monitoring

7.1 Implementation Timeline

- Policy Communication: All staff and students to be notified within 30 days of approval
- Training Rollout: Mandatory training to be completed within 90 days of policy implementation
- AI Tools Assessment: Current AI tools to be assessed for compliance within 60 days
- Monitoring Systems: Compliance monitoring systems to be implemented within 120 days

7.2 Regular Reviews

- Quarterly: AI tools register review and update
- Bi-annually: Risk assessment review and policy compliance audit
- Annually: Policy review and update

7.3 Metrics and Reporting

- Training completion rates
- Policy compliance audit results
- Security incident frequency and resolution
- AI tool usage and approval statistics

All suspected, misuse and privacy breaches or ethical violations involving AI systems must be responsible to the Director of IT and the Privacy Officer. Incidents will be investigated in accordance with KOI established principles of investigation

7. Associated Information

- Australia's AI Ethics Principles (Department of Industry, Science and Resources)
- Australian Computer Society Code of Ethics
- Office of the Australian Information Commissioner's Privacy Guidance
- Tertiary Education Quality and Standards Agency (TEQSA) guidance on academic integrity
- Privacy Act 1988 (Cth)
- Copyright Act 1968 (Cth)
- Australian Government Information Security Manual (ISM)
- NIST AI Risk Management Framework
- ISO/IEC 23053:2022 Framework for AI systems using ML

Hard copies of this document are considered uncontrolled. Please refer to the KOI website for the latest version.

Document Control

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