WIN EDUCATION

WIN COLLEGE

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Document: Artificial Intelligence (AI) Acceptable Use Policy		
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1. Overview

This *Artificial Intelligence Acceptable Use Policy* outlines the guidelines and principles for the responsible and ethical use of artificial intelligence (AI) technologies within WIN College (WIN). The purpose of this policy is to ensure that AI systems are utilised in ways that respect privacy, uphold ethical standards, align with legal obligations and contribute positively to WIN's objectives.

2. Use of AI at WIN

Teaching and Learning:

1. **Personalized Learning:** AI can analyse students' learning patterns, strengths, and weaknesses to tailor learning experiences that adapt to individual needs, pacing, and learning styles.

2. **Adaptive Assessments:** AI-powered assessments can adjust difficulty levels based on student performance, providing a more accurate representation of their knowledge and skills.

3. **Tutoring and Assistance:** AI chatbots and virtual tutors can provide immediate assistance to students, answering questions, explaining concepts, and offering guidance 24/7.

4. **Language Translation:** AI-driven language translation tools can break down language barriers, making educational content more accessible to students from diverse linguistic backgrounds.

5. **Content Generation:** AI can assist teachers in creating learning materials, generating quizzes, and developing interactive content that engages students in innovative ways.

6. **Automated Grading:** AI can help streamline the grading process by automatically assessing assignments, quizzes, and tests, freeing up educators' time for more valuable tasks.

7. **Data Analysis:** AI can analyse large datasets to identify learning trends, helping educators make informed decisions to improve teaching methodologies.

Operational Functions and Activities:

1. **Administrative Automation:** AI can automate administrative tasks such as scheduling, enrolment, attendance tracking, and resource allocation, reducing administrative burdens on staff.

2. **Predictive Analytics:** AI can forecast enrolment trends, resource demands, and potential issues, allowing institutions to plan more effectively.

3. **Student Support Services:** AI-powered chatbots can provide information about courses, admissions, financial aid, and other services, enhancing student support without human intervention.

4. **Resource Allocation:** AI can optimize resource allocation, such as classroom utilisation, staff assignments, and budget distribution, to enhance operational efficiency.

5. **Quality Assurance:** AI can assist in quality assurance processes by monitoring and evaluating teaching performance, student engagement, and learning outcomes.

6. **Virtual Reality (VR) and Augmented Reality (AR):** AI-powered VR and AR technologies can create immersive learning experiences, bringing complex concepts to life.

7. **Professional Development:** AI can recommend personalised professional development opportunities for educators based on their strengths, weaknesses, and interests.

3. Definitions

Algorithm means a series of specific directions or instructions built into computer software or systems to solve a defined problem or automate decision-making. AI content is generated by a program, using sophisticated algorithms that pull from a variety of content available on the internet.

Artificial intelligence (AI) WIN uses the New South Wales Government's AI Assurance Framework definition, which states that AI is '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 perform tasks to achieve defined objectives, in some cases without explicit human guidance.

Plagiarism is copying another person's work and passing it off as your own. Writers avoid plagiarism by appropriately citing sources. AI-generated content is the result of patterns learned from large datasets and this can potentially be considered plagiarism, depending on how it's used and attributed. In academic, professional, or creative fields, it's important to approach AI-generated content with care and adhere to the ethical standards of proper attribution and originality.

4. Policy Statements

Responsible Use: AI systems should be used in ways that contribute positively to the academic and operational goals of WIN. Users are responsible for understanding the capabilities and limitations of AI technologies before use and for applying them appropriately.

Ethical Use of AI: All users of AI technologies must employ them in a manner that aligns with ethical principles, respects human rights, and avoids harm to individuals, communities, and society at large.

Academic Integrity: Any use of AI technologies in assessments should adhere to WIN's policies on academic integrity. Plagiarism and cheating involving AI tools will be treated as violations of these policies.

Data Privacy and Security: Users must ensure the protection and confidentiality of sensitive data used by AI systems. Data collection, storage, and processing should comply with relevant laws, regulations, and privacy standards.

Transparency and Accountability: All AI-generated content, interactions, or decisions that impact individuals or groups must be transparently communicated as being AI-generated. Accountability for the consequences of AI actions rests with the users responsible for their deployment.

Intellectual Property and Attribution: Users must respect intellectual property rights when generating content using AI. Proper attribution to original authors and sources, as applicable, is essential.

Legal and Regulatory Compliance: Users must comply with all local, national, and international laws when using AI technologies. This includes intellectual property laws, privacy regulations, and anti-discrimination laws.

Prohibited Activities: Using AI technologies for malicious purposes, such as hacking, harassment, fraud, or any other illegal or unethical activities, is strictly prohibited.

Continuous Learning and Improvement: Users should stay updated with the latest advancements, best practices, and ethical considerations in AI to ensure responsible and effective utilisation.

Reporting and Accountability: Any concerns, incidents, or violations related to AI usage should be promptly reported to the Head of Academics. Violations of this policy may result in disciplinary action which could include but are not limited to, loss of access to AI resources, academic penalties, and legal actions if applicable.

5. Procedures

a. All staff, and students will be made aware of the ethical implications of AI usage.
b. Team meetings will be used to inform staff about responsible AI use.
c. Students will be informed when being assessed.
d. Violations of the *AI Acceptable Use Policy*, may result, depending on the severity of the violation, in training sessions to disciplinary actions.

6. Policy Review:

This policy will be reviewed periodically to ensure its relevance and effectiveness in addressing the evolving landscape of AI technologies and their ethical implications.

By using AI resources provided by WIN College, users acknowledge their understanding of and commitment to complying with this Artificial Intelligence Acceptable Use Policy.

7. Legal and Policy Framework

- The *Education Services for Overseas Students Act 2000* (ESOS Act)
- The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 (National Code 2018)
- *National Vocational Education and Training Regulator Act 2011*
- Standards for Registered Training Organisations (RTOs) 2015
- *Privacy and Personal Information Protection Act 1998*
- *Anti-Discrimination Act 1977*
- *Education Act 1990*
- *Copyright Act 1968*