Melbourne Metropolitan College
&
Langford English College

MMC PPI26 Generative Artificial Intelligence Use Policy and Procedure

MMC_PPI26_Generative_Artificial_Intellegence_Use_Policy_and_Procedure_V.1_2024
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1. Table of Reference

Distribution	All staff and students
Related Entities	Active Transition Training Pty Ltd trading as: ● Melbourne Metropolitan College ● Langford English College
Related Documents	● Student Handbook ● MMC_PPI23_Students_Complaints_and_Appeals_Policy_and_Procedure_V.3.1_2024

Statutory References	● National Vocational Education and Training Regulator Act 2011
	● Standards for RTO's 2015:
	  o Standard 1; Clauses: 1.1, 1.2, 1.3, 1.5, 1.7, 1.8, 1.9, 1.13, 1.17, 1.20
	  o Standard 2; Clauses: 2.2, 2.4
	  o Standard 5; Clauses 5.1, 5.2 c
	● National Code of Practice 2018 Standard 9
	● ESOS Act 2000
	● Australia's AI Ethics Framework (Australia's Artificial Intelligence Ethics Framework | Department of Industry Science and Resources)

Legislative context	● Commonwealth Human Rights and Equal Opportunity Commission Act 1986 ● Commonwealth Disability Discrimination Act 1992 ● Commonwealth Disability Standards for Education 2005 ● Anti-Discrimination and Human Rights Legislation Amendment (Respect at Work) Act 2022 ● Copyright Act 1968

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2. Definitions

Academic Integrity: the expectation that teachers, students, researchers and all members of the academic community act with: honesty, trust, fairness, respect and responsibility.

AI/GAI:

- **Artificial Intelligence (AI)** as "the theory and development of computer systems able to perform tasks normally requiring human intelligence, such as visual perception, speech recognition, decision making, and translation between languages."

- **Generative AI** is a particular type of Artificial Intelligence technology that can create various types of content in the form of images, text, audio and more - unlike traditional AI systems that are designed simply to recognise patterns and make predictions. This form of technology includes AI chatbots, such as Chat GPT and is progressing at a rapid rate. Examples are:

  o Image Generative AI can create new images based on existing ones such as creating a new landscape based on existing scenery

  o Text Generative AI can be used to write articles, poetry and scripts

  o Audio Generative AI can generate new music tracks, sound effects and voice actin

Contract: means the Training Contract and includes all schedules, annexures, attachments, plans and specifications and exhibits to it for a student to study with Melbourne Metropolitan College (MMC) and Langford English College (LEC).

Plagiarism, Cheating, Collusion: the recycling of own or others work; getting another person or GAI to do your work; forming work that is not authentic to your own understanding using your own words; relying on others to create your work therefore not demonstrating your understanding an application ability of your learnings.

Staff: a person who is employed to work full time, part time, casual, or contracted for specific works in a time period.

3. Purpose

The purpose of this policy is to establish guidelines and our commitment for the ethical and responsible use of generative artificial intelligence (GAI) within our educational institution. This policy outlines the acceptable and unacceptable use of

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GAI and provides guidance on how to use it safely and responsibly.

4. Policy

Melbourne Metropolitan College (MMC) and Langford English College (LEC) is an adult learning environment and is committed to providing students and staff with a safe and ethical context in which to learn. Inappropriate use of artificial intelligence tools as defined in this policy, poses a threat to lawful breaches and continued studies/employment with MMC and LEC students and staff as well as MMC and LEC reputation and viability, and will be dealt with accordingly.

5. Scope

This policy applies to all trainer, assessors, students, and staff who use GAI within our educational institution, to use GAI in a way that reflects our values and principles and aligns with legislative requirements and all MMC and LEC policies and procedures.
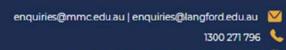
6. Procedure

When a continuous improvement opportunity is identified the following process should be followed:
- Provide feedback, verbal and/or written, about the improvement recommendation to the relevant Department Manager/CEO.
- The Department Manager/CEO will meet with relevant parties/staff members to discuss options for implementation with consideration to risk, impacts, systems, tools, and staff capabilities.
- A risk analysis approach will be undertaken to determine the urgency of the improvement.
- Management responsibility for further action will be allocated depending on the level of risk assigned to each report/task.
- An item will be recorded in the continuous improvement register.
- All relevant staff are informed of the change by email with the relevant resource stored as per record management policy.
- If necessary, the improvement is trialed and reported back to the Senior Management Team within the agreed timeline.
    - o The trial outcome is reviewed for effectiveness and if necessary, the process is amended and re-trialled.

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7. Quality Assurance Plan

Academic Integrity, Ethical Application, Risks, Tolerance, and Use MMC and LEC supports the use of GIA in the below context, with the assurance of all outcomes to meet Australian legislations, regulatory standards, and MMC and LEC policies and procedures:

- **Ethical Use of GAI:** MMC and LEC is committed to using and allowing the use of GAI in an ethical, responsible, contestable and accountable manner. GAI is not to be used to engage in activities that are harmful, discriminatory, or illegal.

- **Transparency:** When using GAI in the classroom, we will be transparent with students and trainers about its use. We will explain the purpose and limitations of the GAI and ensure that its use is clearly communicated.

- **Data Privacy:** We will ensure that GAI is used in compliance with relevant privacy laws and regulations. We will protect the privacy of personal information and ensure that sensitive data is not compromised.

- **Human Oversight:** We will ensure that there is human oversight of GAI. This includes ensuring that trainers and students if necessary are trained to use GAI responsibly and that there are processes in place to monitor and audit its use.

- **Bias and Discrimination:** We will ensure that GAI is not used to discriminate against individuals or groups based on factors such as race, gender, age, religion, or disability. We will regularly monitor GAI for any biases and take corrective action where necessary.

- **Security:** We will ensure that GAI is used in a secure manner and that it is protected from unauthorised access, modification, or destruction.

- **Implications for Trainers:** Trainers and Assessors are responsible for ensuring that they and the students use GAI in a safe and responsible manner. Trainers and Assessors need to ensure compliance of policies and procedure, including RTO standards and with consideration to the above context requirements, when using GIA with training products/resources. Trainers and Assessors must monitor students' use of GAI and provide guidance and support where needed.

- **Implications for Students:** Students should use GAI in a responsible manner and avoid engaging in harmful or inappropriate behaviours. They should follow the guidelines provided by their trainer and report any concerns about the use of GAI.

- **Implications for Staff:** Staff are responsible for ensuring the professional and responsible use of GIA with all works performed in accordance with legislation and MMC and LEC policies and procedures.

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MMC and LEC supports the allowable assistance of generative GAI/AI tools; where allowable assistance refers to the planning and research that contributes indirectly to the drafting of assessment and submissions; including:

- Concepts/idea creation
- Collation of initial research information
- Formatting and structure recommendations
- Recommendations for further evaluation and research
- Development skills for: problem solving; communication; critical thinking

MMC and LEC will not tolerate the use of GAI/AI where there is:

- Dependency of the use for work/assessment outcomes
- Inaccuracy with pieces work/assessments
- Ethical Concerns with use
- Plagiarism with work/assessments
- Privacy concerns of use.

Non-tolerated use covers:

- Misrepresentation of GAI generated content as one's own in learning, teaching, research or assessment
- Failure to disclose the use of GAI in the preparation of the content
- Use of third-party resources generated through the use of GAI in any other form that compromises academic integrity
- Plagiarism, cheating, collusion in any form, e.g. use of purchased advanced GAI prompting to complete an assessment or to avoid detection
- Use of third-party artificial intelligence (AI) detection sites or tools, where the security of data storage and information privacy are unknown
- Sharing of sensitive personal information of staff or students in using GAI/AI tools
- Breach of any of the principles listed above, nor any statutory or legislative requirements.

8. MMC Responsibilities

All trainers, assessors, and relevant staff who participate in this policy are responsible to

ensure all procedures are implemented to meet all relevant legislative

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requirements and best

business practices.

9. Version Revisions

12 months from the date of this version, or as required.

10. Review Date

Version Number	Date	Reason for change	Prepared By	Approved By
V.1	09/06/2024	Updated and improved	RTO Manager (SC)	CEO (HH)

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