Policy Name	**Acceptable Use of Artificial Intelligence**
Policy Number	A019
Approval Authority	Academic Board
Responsible Officer	Dean
Operational Responsibility	Academic Operations Manager
Purpose	The purpose of this policy is to articulate LCI Melbourne's commitment to the appropriate, ethical, equitable use of Artificial Intelligence (AI) technologies including, but not restricted to, Machine Learning, Large Language Models (LLMS) and Generative AI (GAI) applications, within LCIM's learning and teaching operations. Informed by TEQSA's guiding principles for the integration of AI technologies within student teaching, learning, and assessment, the aims of this policy are to: 1. Promote assessment and learning experiences which equip students to participate ethically and actively in a society where AI is ubiquitous. 2. Form trustworthy judgements about student learning in a time of AI requiring multiple, inclusive and contextualised approaches to assessment.
Scope	This policy addresses all students enrolled in accredited courses at LCI Melbourne, and the staff who teach them. Artificial Intelligence, in this policy, includes all current and future AI applications, whether text- or image-orientated, including (but not restricted to) popular AI applications such as ChatGPT, Copilot, Midjourney and DALL-E. This policy should be read in conjunction with LCIM's Academic Integrity policy and Assessment policy, LCIM's Student Code of Conduct, and LCIM's Employee Code of Conduct.
Policy Statement	LCIM acknowledges that AI is a fast-evolving technology with emergent applications having the potential to impact on teaching, learning and assessment in unexpected ways, and having specific discipline- and task-specific impacts. Therefore, this policy is designed to take a broad view of current and potential future impacts of AI within the realm of LCIM's academic operations. The policy is informed by TEQSA's guidance on the regulatory-compliant application of AI technologies within Australian tertiary education and is designed to recognise the opportunities and risks of AI, support a good student experience, and apply good governance principles. In particular, this policy is designed to address HESF Standards 1.4.3, 1.4.4, 3.1.1e, 5.2.2, 5.2.3, and 6.3.2d. **Guiding Principles** LCIM believes that students and staff should apply AI technologies to their work in ways that are: 1) Appropriate and authentic – engagement with AI should be critically analysed by each individual and collective cohort on basis of its alignment with industry practice and commonly-accepted bounds of ethicality. the appropriate use of AI should be taught and discussed during teaching, and expectations for its application in student work clearly explicated so as to reflect industry use in the relevant task or discipline. 2) Systematic and aligned with disciplines and qualifications – use of AI in teaching, learning and assessment should be coordinated within a holistic framework alongside other curriculum and assessment design principles.

	3) Augmenting the process of learning and teaching – AI applications should be encouraged when it can be applied to enhance and demonstrate learners' sense-making process, with a scaffolded use supported by opportunities for feedback from teaching staff. 4) Collaborative – AI should be applied in ways that encourage students and staff to work with one another, share perspectives, and support each other's learning. 5) Meaningfully supports student progression and completion – Use of AI is monitored at key points throughout a program of study and student's progression through it and cognisant of the time, technology and human resources available to LCIM. AI usage will respect the privacy rights of staff and students at LCIM, with appropriate mitigation measures enforced to reduce the risk of potential security vulnerabilities, unintended application and abuse risks. AI usage at LCIM will be reliable and operate according to the intended purpose of the application. Appropriate risk mitigation measures will be in place to ensure users are not subject to unreasonable risk. Where any AI system significantly impacts a member of the LCIM community, there will be a timely process to allow people to challenge the use or outcomes of the AI system. Human oversight of all AI systems and implementation will occur. AI systems are developed, deployed, and managed to minimise environmental impact, optimise resource utilisation, and foster long-term societal well-being. **Student and Staff Use of AI Technologies** Students must use AI tools in accordance with teachers' instructions and educational purposes, and with reference to the Student Code of Conduct or Employee Code of Conduct. • Responsible and respectful behaviour is expected when interacting with AI-generated content and AI tools. • Students and staff should adhere to data protection and privacy guidelines and seek guidance when unsure. • Students and staff should acknowledge and detail the application of AI technologies when used in assessed work or teaching materials. • Ethical considerations, such as proper attribution and fair usage, must be applied to AI-generated content. This applies to any information generated by AI including, but not limited to, text, images, video, and audio. • Use of AI in ways that bring beneficial outcomes for individuals, society and the environment should be encouraged. • AI usage that supports human rights, autonomy of individuals and diversity should be encouraged. • AI usage which perpetuate injustice and inequality, particularly to under-represented and marginalised groups will be discouraged.
Responsibilities	The Dean, in association, with the Academic Operations Manager and LCIM's academic staff, are responsible for the application of this policy.
Definitions	Artificial Intelligence: Technologies, methods, software and applications which enable computers to perceive their environment and uses learning to develop sophisticated text- or image-based solutions to human-inputted tasks.
Relevant Legislation	Assessment reform for the age of artificial intelligence Australian Qualifications Framework AQF Qualifications Issuance Policy | AQF
Key Related Documents	Academic Integrity policy and procedure Assessment policy and procedure Student Code of Conduct and procedure

Date Approved	17 June 2024		
Date of Commencement	17 June 2024		
Date for Review	Academic Board M3 2025		
Amendment History	Updates to Policy and Procedure		
Documents superseded by this Procedure	New Policy		
Signed and dated for LCI Melbourne	Andrew Flitman – Academic Board	Special Meeting June 2024	17 June 2024

INFORMATION FOR PUBLISHING ON POLICY REGISTER	
Policy / Procedure Category	Academic
Responsible Officer	Dean
Stakeholders	Academic (Teaching) Staff – Permanent Academic (Teaching) Staff – Sessional/Casual Dean Academic Operations Manager Student Experience Manager Director of Operations Students
Review Date	M3 2025
Approved by Academic Board	
Change and Version Control	

Version	Authored by	Description of changes	Date Approved	Effective Date
1.0	Dean	New Policy	17 June 2024	17 June 2024