Nature Care College Artificial Intelligence (AI) Policy

This Policy outlines the principles that support the responsible and ethical use of Artificial Intelligence (AI) at Nature Care College (the College).

Scope

This Policy applies to all Staff & Students at the College encompassing all uses of Artificial Intelligence (AI) by these groups.

POLICY

The use of Artificial Intelligence (AI) continues to increase. (AI) has the potential to enhance teaching and learning, research, and innovation at the College. However, AI also poses potential ethical, legal and social challenges that need to be addressed.
The following principles outline the College's expectations for the responsible and ethical use of AI.

Positive Impact:

    a. AI should deliver positive results across research, education, and operations, supporting informed decision-making. Its use should align with the goal of delivering meaningful benefits compared to other available tools.

    b. AI Literacy and Confidence:
        i. The College will encourage AI literacy among Staff and Students, ensuring they can use AI tools responsibly.

    c. Academic and research integrity:
        i. The College will build awareness among Students and Staff of their responsibilities around the use of AI tools.
        ii. The College will manage integrity-related risks posed by AI tools in accordance with this policy.

    d. Fairness and Inclusivity:
        i. Diverse perspectives should be encouraged and included in the use of AI to understand the potential impacts of different groups.

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e. Privacy and Security:

    i. The College will undertake annual assessments in order to ensure that the use of AI systems and tools does not compromise data security or intellectual property rights.

    ii. Users of AI systems and tools are responsible for any generated output used for work, research or study purposes.

f. Continuous Review and Improvement:

    i. The College will regularly review its AI Policy (and any related procedures) and update as necessary to meet evolving needs and maintain ethical standards.

The Use of AI:

In summary, Nature Care College allows students and trainers to use AI generative software:

For students, to augment their studies, contribute to assignments and for trainers to elaborate or add information should they wish to augment subject matter to the college's learning guides/teaching.

The college allows the use of AI software in the following ways:

- Brainstorming for the generation of ideas to share or use autonomously

- Research purposes: ensure the source is credible and cite your use of AI (see below).

- To find out more about a specific topic

- To summarise lengthy reading of compulsory documents within the curricula:

- For example in certain subjects, adjunct readings are of considerable length: students and trainers can use AI software to condense the context of the reading.

- Use it to proofread your work

- Don't rely on or use AI as your primary source of information.

- For example, ChatGPT software has limitations as do all AI software, so investigate the source of the information.

Acknowledgment of AI Assessment Guidelines Policy

If you are using AI in your assignment submission as a student or for training material as a trainer please cite any and all information or assistance gleaned from AI. (see below)

For citation formats like ChatGPT, the creator's name and recipient should appear first (eg, OpenAI, ChatGPT to John Smith, Output, 23 February 2023) showing an appendix or reference.

Guidance	Example
Output from [program], [creator] to [recipient], [full date].	[1] Output from ChatGPT, OpenAI to John Smith, February 2023.
Discursive text may be used in the footnote to provide information about the prompts used to generate the output. An appendix may be used in order to provide comprehensive information about the series of prompts and outputs used to generate the output.	[2] Output from ChatGPT, OpenAI to John Smith, 23 February 2023. The output was generated in response to the prompt, 'Provide an overview of the creation of the Australian Guide to Legal Citation': see below Appendix A.

Disciplinary Action:

If a Student or Staff member is alleged to have used Generative AI in a manner that is inconsistent with the principles of this Policy, the college may be required to investigate in accordance with this policy.