

# Student and Staff Conduct Policy on use of AI and Academic Integrity

Policy Title	PAX Student and Staff Conduct Policy on use of AI and Academic Integrity				
Policy Number	P - 100	Version Number	V1.0 5 Feb 2024	Status	ENDORSED
Owner	CEO, Operations Manager		Approved By	Operations Manager	
Related legislation/applicable section of legislation:					
ESOS/NCP	<ul style="list-style-type: none"><li>ESOS Act (2000), Education for Overseas Students Amendment Act 2014 National Code of Practice for Providers of Education and Training to Overseas Students</li><li>The National Code 2018</li></ul>				
SRTOs 2015	Standard 1 <a href="http://www.asqa.gov.au/users-guide-to-the-standards-for-registered-training-organisations-2015/users-guide-to-the-standards-for-registered-training-organisations-2015.html">http://www.asqa.gov.au/users-guide-to-the-standards-for-registered-training-organisations-2015/users-guide-to-the-standards-for-registered-training-organisations-2015.html</a>				
Legislative Context	<ul style="list-style-type: none"><li>National Vocational Education and Training Regulator Act 2011 (Cth)</li><li>Standards for Registered Training Organisations (RTOs) 2015</li><li>Education Services for Overseas Students (ESOS) Act 2000</li><li></li></ul>				
Related Policies and forms	<ul style="list-style-type: none"><li>PAX Assessment Policy &amp; Procedure</li><li>PAX Student Code of Conduct</li><li>PAX Plagiarism, Collusion &amp; Academic Misconduct Policy &amp; Procedures</li><li>PAX Staff Professional Development Policy and Procedure</li><li>PAX Staff Code of Conduct</li><li>PAX Data Governance Policy and Procedure</li><li>PAX Student Orientation Policy and Procedure</li></ul>				

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# Student and Staff Conduct Policy on use of AI and Academic Integrity

## 1. POLICY

This policy outlines the expected conduct of both students and staff regarding the use of Artificial Intelligence (AI) in academic activities at **PAX Institute of Education**.

It emphasizes the importance of maintaining academic integrity while engaging with AI technologies.

## 2. PURPOSE

This policy establishes guidelines for students and staff regarding the ethical use of Artificial Intelligence (AI) in at PAX Institute of Education. It aims to ensure a fair and transparent learning environment that upholds academic integrity.

## 3. SCOPE

This policy applies to all students and staff members of PAX Institute of Education involved in educational activities that utilize AI technologies.

## 4. GENERAL CONDUCT GUIDELINES

### a. Honesty and Integrity

i. Students and staff are expected to maintain honesty and integrity in all academic activities, whether traditional or involving AI technologies.

ii. Plagiarism, cheating, and unauthorized collaboration are strictly prohibited.

### b. Responsible Use of AI

i. Students and staff should use AI tools responsibly, adhering to the principles of academic integrity.

ii. Any use of AI to gain an unfair advantage in assessments or academic work is considered a violation of this policy.

### c. Respect for Privacy

i. Both students and staff are expected to respect the privacy of others when utilizing AI technologies.

ii. Avoid sharing sensitive information or using AI tools to access unauthorized data.

### d. Data Protection

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- i. Staff should ensure that AI tools used in educational settings adhere to data protection standards and prioritize the security of student information.

### 5. STUDENT CONDUCT

#### a. Use of AI in Assignments and Assessments

- i. Original Work: Students are expected to submit original work, and staff should create assignments that encourage critical thinking and individual effort. Students must not use AI tools to gain unfair advantages, such as automated content creation for assignments or unauthorized assistance during examinations.
- ii. The use of AI to generate or replicate content without proper attribution is not allowed.
- iii. Academic staff and assessors of PAX Institute of Education have the right to re-assess students or use other strategies including but not limited to a questions and answer session related to the unit of competency or content of the submission made to establish competency if students are suspected of use of AI in an appropriate manner.

#### b. Guidance and Collaboration

- i. Staff members are encouraged to provide clear guidelines on the use of AI in assignments and assessments.
- ii. Students should seek clarification from staff and trainers and assessors if uncertain about the appropriate use of AI tools.

### 6. STAFF CONDUCT

#### a. Transparency in AI Use

Staff members using AI technologies in educational activities must be able to provide clear explanations of how these tools will be used, ensuring transparency, and understanding among students.

#### b. Fair Assessment Practices

Trainers and Assessors should employ AI tools for training purposes with human oversight, ensuring fairness, accuracy, and alignment with academic standards.

All PAX staff should avoid using AI in a way that could unintentionally disadvantage certain student groups.

#### c. Educational Use of AI

Staff should leverage AI to enhance educational experiences, offering additional resources, personalized learning paths, and real-world applications without compromising academic integrity.

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### d. Professional Development

All staff of PAX Institute are encouraged to participate in professional development programs to stay informed about the ethical use of AI in vocational education. Where possible, PAX institute will provide and/or host such professional development sessions/ resources to staff.

## 7. CONSEQUENCES FOR VIOLATIONS

### a. Student Consequences:

Violations of this policy may result in academic penalties, ranging from warnings to revaluation of assessment submissions, and a requirement for re submission or re enrolment in the unit.

### b. Staff Consequences:

Staff members found in violation may face disciplinary actions, ranging from warnings to termination, depending on the severity of the offense.

## 8. EDUCATION AND AWARENESS

### a. Orientation and Induction Programs:

PAX institute will include a copy of this policy on its website for all staff and students to refer to.

Additional information will also be included in staff induction and student orientation resources in relation to AI ethics and academic integrity in orientation programs for new students and staff.

### b. Regular Workshops:

Trainers and assessors conduct regular mini workshops and training sessions to keep students informed about AI related ethical considerations.

## 9. REVIEW AND REVISION

This policy will be subject to periodic review to ensure its effectiveness and relevance in the context of AI and vocational education.

## 10. APPROVAL AND IMPLEMENTATION

This policy is effective upon approval. By adhering to this policy, students and staff at PAX Institute contribute to the creation of an ethical and supportive learning environment where AI technologies are used responsibly and in accordance with principles of academic integrity.

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