

## Artificial Intelligence (AI) Policy

### Table of Contents

1. Purpose .....	1
2. Scope .....	1
3. Policy Statement.....	2
Storytelling, talent and the individual	2
Transparency	2
Ethical use of AI	2
Fairness and Human-Centred Values	2
Responsibility and accountability	3
Privacy Protection and Security	3
Human, societal and environmental well-being	3
4. Responsibilities.....	4
Compliance, monitoring and review	4
Reporting	4
Records management	4
5. Definitions.....	4
6. Related Legislation and Documents.....	5
7. Approval and Review Details .....	5

### 1. Purpose

- 1.1. This policy guides the responsible and ethical use of artificial intelligence (AI) and generative AI tools at AFTRS for the purpose of learning, teaching, assessment, research, marketing and administrative functions to benefit students, staff and society.
- 1.2. This policy is created to ensure that ethical, privacy, equity, risk, security and sustainability implications are appropriately considered when using generative AI for working and teaching.
- 1.3. It commits AFTRS to safe, responsible, ethical and transparent use of AI technologies in accordance with the principles outlined by the [Digital Transformation Agency Policy for Responsible Use of AI in Government](#).
- 1.4. It sets out the guiding principles for use of AI at AFTRS, to be complemented by a suite of relevant procedures as needs arise and use cases are defined.

### 2. Scope

- 2.1. This policy applies to:
  - all students and staff (including casuals, contractors and other categories of AFTRS staff appointments and volunteers, referred to as users throughout the rest of the policy);
  - all research, teaching and learning, marketing, screen and audio production and administrative activities.
- 2.2. AFTRS acknowledges that AI usage is rapidly evolving, and that the scope could be changed in future reviews of this policy. AFTRS is committed to ongoing refinement of our policies and approaches to AI.

### 3. Policy Statement

- 3.1. AFTRS commits to considering all the ways AI can be used as a tool to further our strategic objectives within the Corporate Strategy and in alignment with our values, ethical considerations and compliance requirements.
- 3.2. The primary principle for use of AI at AFTRS is that AI tools should be used to support, complement and enhance creative work and human decisions and not replace these.

#### Storytelling, talent and the individual

- 3.3. AFTRS will prioritise the human talent and storytelling that sit at the centre of AFTRS, the creation of content and AFTRS activities.
- 3.4. This includes ensuring that the rights of all staff, students and users are adequately protected including in relation to the use of their personal information and intellectual property in training data, prompts or any generated outputs from AI systems.
- 3.5. Indigenous Cultural and Intellectual Property (ICIP) rights must be respected and protected in any use of AI.

#### Transparency

- 3.6. AFTRS requires the use of AI to be transparent and accountable.
- 3.7. When using generative AI tools to inform any work or study activities, including all works published by AFTRS, it must include an accompanying annotation comprising details of the generative AI technology used and how it was used to create the work.
- 3.8. All outputs from generative AI tools should be critically examined to assure the work and activities reflect consideration of all relevant information and do not incorporate irrelevant or misleading information.

#### Ethical use of AI

- 3.9. AFTRS supports the ethical and legal use of AI systems.
- 3.10. When using AI tools users need to consider:
  - whether it is ethically appropriate to use a particular tool;
  - whether the individuals to whom the data relates consent for it to be used in a particular way;
  - whether the AI tool and training data, infringe intellectual property rights; and
  - whether the AI tool or training data might exploit or use information that has been unlawfully published or disseminated.

#### Fairness and Human-Centred Values

- 3.11. Generative AI tools are typically trained on broad sets of data that may contain bias. Bias can arise in data when it is incomplete, unrepresentative or reflects societal prejudices.
- 3.12. Users should check for confirmation bias, alongside cultural, systemic, ideological, statistical, demographic and other dataset biases.
- 3.13. Bias in output may disproportionately impact some groups, such as First Nations people, people with disability, LGBTQI+ communities and multicultural communities.

- 3.14. Before using AI-generated outputs, consider:
- whether there is a process in place to assure that outcomes are fair and meet community expectations.
  - using representatives of relevant communities in decision-making on use of data and outputs relating to those communities, in a consultative manner, with consent obtained from impacted parties.
- 3.15. In keeping with AFTRS values, active consideration of how AI tools may be utilised to increase belonging and inclusion is encouraged.

### **Responsibility and accountability**

- 3.16. Responsibility must be taken for any use of AI systems.
- 3.17. Users need to be able to explain, justify and take ownership of their creative work, advice and decisions.
- 3.18. Users need to ensure that the proposed AI use is informed, with appropriate risk assessment, due diligence and security measures implemented, particularly in relation to the handling of data, intellectual property and personal and confidential information.
- 3.19. Users are encouraged to review and fact-check AI-generated content before using or publishing it, as AI may generate incorrect or misleading information.

### **Privacy Protection and Security**

- 3.20. Inputs into public generative AI tools should not include or reveal classified, personal or otherwise sensitive information. See the [Privacy Act 1988](#).
- 3.21. Government information must only be entered into public generative AI tools if it has already been made public.
- 3.22. Staff determining the release of information publicly need the appropriate organisational delegation to do so, as outlined in their Position description for the performance of their designated duties.
- 3.23. Personal or sensitive information must not be entered into the public AI tools under any circumstance.

### **Human, societal and environmental well-being**

- 3.24. Users should only use AI tools in a manner consistent with AFTRS values, Code of Conduct and other relevant employment principles and that are consistent with improving the wellbeing of the Australian community, including the environment and sustainability.
- 3.25. Users must consider the intellectual property rights of third parties as well as the broader copyright issues when using these tools.

### **AFTRS use of AI Technologies**

- 3.26. AFTRS does not currently use AI technologies or services where the public may directly interact with, or be significantly impacted by, AI usage, without a human intermediary or human intervention.
- 3.27. AFTRS currently uses domains, as defined by the Digital Transformation Agency, of 'service delivery' and 'corporate and enabling'.
- 3.28. AFTRS also employs the DTA-defined 'usage patterns of workplace productivity and analytics for insights.'

## 4. Responsibilities

### Compliance, monitoring and review

- 4.1. The Chief Information Officer (CIO) is the accountable officer responsible for implementing and coordination of the AI Policy review. In the absence of the CIO the Director of Production and Technology will undertake the review. The accountable officer's other responsibilities include:
  - Aligning with relevant legislation, government policy and AFTRS requirements;
  - reporting of newly identified high-risk use cases;
  - acting as AFTRS' contact point for AI;
  - engaging with whole-of-government AI forums and processes; and
  - reviewing the policy's continuing effectiveness and keeping up to date with changing requirements.
- 4.2. The policy will be reviewed every year from the effective date, or earlier depending on external factors such as legislative reform, internal policy review or evolutions in the technology.
- 4.3. All staff and students will be required to complete an online training module on AI.
- 4.4. AFTRS' *AI user guidelines* will be included in employment contracts, Code of Conduct, Student Handbook, Student Production Manuals and all relevant policies and procedures.

### Reporting

- 4.5. An AI Advisory Group be established as AI practices and technology find their place in the workplace and in AFTRS teaching. The AI Advisory Group is responsible for monitoring and discussing AI use cases at AFTRS, and for making appropriate recommendations to adapt this policy and related AI procedures.
- 4.6. The accountable official report on AI use and policy implementation quarterly at the AFTRS Executive Monthly meeting.

### Records management

- 4.7. All records relevant to administering this policy and procedure will be maintained by the Policy and Governance Officer.

## 5. Definitions

<b><i>Artificial intelligence (AI)</i></b>	means "intelligent technology, programs and the use of advanced computing Algorithms that can augment decision-making by identifying meaningful patterns in data" (NSW AI Assurance Framework)
<b><i>Generative Artificial Intelligence (Gen AI)</i></b>	is a wide-ranging term that refers to any form of artificial intelligence capable of generating new content, including text, images, video audio or code (from the NSW Government's Generative AI: Basic Guidance). (ADD LINK)

## 6. Related Legislation and Documents

- [Digital Transformation Agency's Policy for Responsible Use of AI in Government](#)
- Australian Government's Interim guidance on [government use of public generative AI tools](#)
- [Department of Industry, Science and Resources' Australia's AI Ethics Principles](#)
- [Employee Code of Conduct](#)
- [Student Handbook](#)

## 7. Approval and Review Details

Approval and Review	Details
Approval Authority	CEO
Responsible Officer	Chief Information Officer
Contact Officer	Chief Information Officer
Distribution	Intranet and AFTRS website Staff and Public facing
Next Review Date	<b>01/05/206</b> <i>Annual Review cycle</i>

Approval and Amendment History	Details
Original Approval Authority and Date	CEO, 19 May 2025 —New Policy- no amendment detail.
Amendment History and Date	N/A <<DD/MM/YYYY —Amendment detail; DD/MM/YYYY—Amendment detail >> <i>[Include the previous approval authority approval dates and corresponding amendment detail. This section ill will expand over time. In the case of a brand new policy doc, insert N/A]</i>
Notes	N/A
Minor Amendment Approval and History	N/A <<DD/MM/20YY — Xxxxx>> <ul style="list-style-type: none"><li>• <i>[A minor amendment consists of an administrative edit made to the document or a change that is not material to the document.</i></li><li>• <i>The Responsible Officer can approve a minor amendment.</i></li><li>• <i>Insert the date that the Responsible Officer approved the minor amendment along with the details of the amendment (For example: "01/12/2020 —administrative amendment: update of role titles aligned to restructure", or insert, if not relevant, N/A</i></li></ul> <i>[If making a minor amendment, <u>do not</u> amend details in the Original Approval Authority section nor amend the version number, <b>only replace the new minor amendment approval date to the file]</b></i>

AFTRS acknowledges its reference to the University of Melbourne's Guidelines for Drafting Policy (June 2013) in developing this template.