Australian Chiropractic College

ARTIFICIAL INTELLIGENCE POLICY

Definitions

Terms in this document, for which definitions are not provided in the text or may not be self-evident, or for which usage at ACC may differ to that in other higher education institutions, are as follows:

- **Academic Integrity:** To act in a way that maintains integrity of all academic work and is not academically dishonest in any way.
- **Fabricating or falsifying information:** intentional creation, and unauthorised alteration, of any data, results, information or reference citation. For example, the use of artificial intelligence platforms (such as Generative Pre-trained Transformers – GPTs) to fabricate information.
- **Generative artificial intelligence (AI):** a category of AI systems designed to generate new content, such as text, images and videos, that resembles human-created content. Generative AI works by assembling statistically likely patterns of words according to the data it is trained on and the prompts provided [1,2]
- **AI tool:** any software system that uses generative artificial intelligence, machine learning, or large language model technology to generate, analyse, summarise or transform content, including but not limited to Claude and Microsoft Copilot.
- **ACC-approved AI tool:** an AI tool formally authorised by ACC for use with ACC data, currently limited to Claude (Team/Enterprise) and Microsoft Copilot, as set out in section 3 (Approved AI Tools).
- **Plagiarism:** ideas, data or work of others submitted as one's own, without appropriate referencing or acknowledgement, including: the omission of quotation marks to indicate use of another's work; use of sentences from another's work with only minor changes; copying the work of another student (with or without their knowledge); copying tables, graphs, images, designs, computer programs or other data; or omission of appropriate referencing.
- **Personal information:** as defined in the Privacy Act 1988 (Cth), information or an opinion about an identified individual, or an individual who is reasonably identifiable, whether true or not, and whether recorded in a material form or not.
- **Sensitive information:** a subset of personal information under the Privacy Act 1988 (Cth) that is subject to extra protection, including health information (such as patient/client records generated through ACC's teaching clinic), and requiring particular care under this policy.
- **Identifiable information:** information that could reasonably identify an individual directly or indirectly, including names, dates of birth, contact details, Medicare or health record numbers, student IDs, staff IDs, images, or combinations of information.
- **De-identified information:** information that has been sufficiently anonymised so that an individual cannot reasonably be identified.
- **Faculty/Staff:** for the purposes of this policy, all academic, clinical/teaching-clinic, research, administrative and professional staff of ACC, whether permanent, fixed-term, casual, or engaged as a contractor.
- **Stream:** a scientific or professional discipline or body of knowledge which forms an essential part of the degree program curriculum. Subjects at ACC comprise one or more units of study.
- **Unit Coordinator:** the academic staff member responsible for the design and overall management of a unit of the program curriculum.

- **Unit (or Unit of Study):** an element of a stream that has specified student learning outcomes and requires satisfactory performance in assessments that measure student performance against those learning outcomes.

Purpose

The purpose of this policy is to:

- articulate the conditions for the use of generative AI in the preparation of student assessments, including acknowledgement of use, at the Australian Chiropractic College (ACC);
- govern the safe, ethical and privacy-respecting use of AI tools by ACC staff and faculty across academic, clinical (teaching clinic), research and administrative roles;
- identify the AI tools currently approved for use with ACC data, and the conditions attached to their use;
- protect the privacy of ACC students, patients/clients of the ACC teaching clinic, and staff; and
- maintain academic and professional integrity, and ACC's compliance with applicable law and sector standards, in a period of fast-moving AI adoption.

ACC has a duty to support students and staff to critically engage with, and understand the appropriate use of, new and emerging technologies. This includes being cognisant of the ethical issues, risks and benefits of tools such as generative AI. Appropriate use of such technology by staff supports broader ethical use by students, and vice versa. This policy also points students and staff to further resources on the effective and responsible use of generative AI.

Scope

This policy applies to all ACC staff (including academic, clinical/teaching clinic, research and administrative staff, and casual staff and contractors) and all ACC students.

- Sections 3 and 7 (assessment-related use, and acknowledgement and disclosure) apply primarily to students and academic staff.
- Sections 2, 4, 8, 9 and 10 (approved tools, risk-tiered use, privacy, clinical information, and breach reporting) apply to all staff.

This policy applies to ACC-approved AI tools only, currently: Claude (Team/Enterprise) and Microsoft Copilot. Use of any other AI tool for ACC work, or with any ACC data, requires prior written approval from the ACC Executive (see section 3).

Policy Statement

1. Principles

All AI use at ACC must align with the following core principles:

- **Human oversight:** AI supports staff, faculty and student decision-making; it does not replace professional, clinical or academic judgement. Clinical supervisors and practitioners remain fully accountable for the care they provide, regardless of any AI tool used.
- **Privacy first:** identifiable patient/client, student, or staff personal information must not be entered into any AI tool, except strictly in accordance with section 4 and 8 of this policy.

- **Accuracy & accountability:** staff and students are responsible for verifying all AI-generated content before use, submission or reliance on it.
- **Transparency:** AI-assisted work must be disclosed where required (e.g. academic submissions, research outputs, grant applications, policy documents).
- **Equity:** AI must not be used in ways that disadvantage or discriminate against any individual or group; staff and students should remain alert to algorithmic bias in AI outputs.
- **Security:** use only ACC-approved AI tools, under institutional (not personal) accounts where available, on ACC-managed systems or secure connections.

2. Approved AI Tools

Only an ACC-approved AI tool may be used with ACC data. The current list of approved tools, and the conditions attached to each, is maintained at section 1 of A034P Artificial Intelligence Procedure. Tools are added to or removed from that list by ACC Executive approval, and no amendment to this Policy is required to do so.

Use of any other AI tool, including free/consumer versions of ChatGPT, Gemini, or any personal AI account, for ACC work, or with any ACC data, requires prior written approval from the ACC Executive.

3. Appropriate Use of AI, Students and Assessments

Generative AI can be a useful tool to support students to explore their thinking and engage with different concepts, and to some extent access different ways of thinking about a topic (subject to the reliability of the information produced).

Based on a subject's overarching approval by the Stream Coordinator for the use of AI, students may choose to use the outcomes of generative AI exploratory work in their assignments. If AI-generated text or ideas are used in assessments, they must be appropriately referenced. The amount of text used should be treated the same as any other quote. Use of generative AI without referencing is considered plagiarism.

Generative AI is not to be used to write or rewrite student work. Learning to write well is a key skill benefiting both academic and professional development. The process of forming strong arguments by selecting words and formulating sentences and paragraphs builds and integrates learning. ACC believes the development of academic writing skills, and the capacity to critically appraise information and communicate thoughts skilfully, is best achieved through practice, rather than having work written or rewritten by generative AI.

Several platforms exist to support students with spelling, grammar, punctuation, overly long sentences, and passive writing. Platforms that suggest ways students can improve their writing are considered acceptable academic supports. Such platforms may also contain AI capable of writing or rewriting work; they are not to be used for that purpose.

4. Risk-Tiered Use of AI, Staff and Faculty

AI use by ACC staff and faculty is tiered by risk. The risk tiers, the use cases assigned to each, the roles permitted to undertake them and the conditions attached are set out at Appendix A of A034P Artificial Intelligence Procedure, which must be read alongside section 8 (AI, Privacy and Data Protection) and section 9 (Clinical and Health Information) of this Policy. Use in the High-risk tier is prohibited or requires prior written ACC Executive approval, as that Appendix specifies.

5. Reliability of Generated Information

Students and staff should consider that generative AI-produced materials are not primary sources of information. Generative AI works by assembling statistically likely patterns of words according to the data it is trained on and

the prompts provided. Generative AI models have filters built in to assist in calibrating the ethics of responses developed, however models may still be subject to bias.

The responses developed, however, may not be accurate or correct, and the tool has no capacity to be concerned about the implications of its responses. Outputs should be checked against more reliable sources of information, discipline-relevant journal articles or refereed books/book chapters, for example. Students and staff are responsible for any errors or omissions in the materials they submit or rely on, including those generated by AI.

6. Privileging Some Cultural Norms and Experiences

Students and staff should be aware that machine learning algorithms process large amounts of existing information and data, regardless of the source context or intent of the original piece. This means a response to any prompt may take data out of context or replicate and present it inappropriately; it also means any response is based solely on data which already exists in the world. AI does not have the capacity to project future thinking on a topic the way human critical and creative processing can. Because these algorithms are trained to present the "average" response to a prompt, they also tend to privilege certain cultural norms and experiences over others, which can lead to responses that ignore or silence critical and diverse perspectives on a topic.

7. Acknowledgement and Disclosure of AI Use

Students are required to cite and reference material generated by AI as they would any other source in an assessment. Generative AI may also be used to brainstorm ideas; in such cases a formal citation would not be appropriate, but a declaration of generative AI use for that purpose is necessary. Examples of citation, referencing, and declarations of use can be found in the ACC APA Referencing Guide and on the ACC Library LMS.

Staff must similarly disclose AI-assisted work where required, including in research outputs, publications, grant or funding applications (per funder requirements), and in policy or governance documents prepared substantially with AI assistance.

8. AI, Privacy and Data Protection

Generative AI tools can use submitted content to train their underlying models. ACC's approved institutional tools (Claude Team/Enterprise and Microsoft Copilot, under ACC's organisational agreements) are configured so that ACC content is not used to train the underlying models by default. Free, public or personal/consumer versions of any AI tool do not carry this protection and must not be used for ACC work or with any ACC data.

Under the Privacy Act 1988 (Cth) and the Australian Privacy Principles staff must not input personal information, and particularly sensitive information, including health information collected through the ACC teaching clinic, into any AI tool, except strictly as permitted under section 4.

- **Collection (APP 3):** where AI generates, infers, or summarises personal information, this constitutes a collection of personal information and must be reasonably necessary for ACC's functions, and undertaken by lawful and fair means.
- **Use and disclosure (APP 6):** personal information must only be used for its original purpose unless consent exists, or a secondary AI-related use would reasonably be expected, this is difficult to establish for most AI use, so caution is required.
- **Accuracy (APP 10):** AI outputs are probabilistic and can be inaccurate; any AI-generated content that includes or relates to personal information must be checked for accuracy before use or record-keeping.
- **Security (APP 11):** only ACC-approved AI tools and institutional accounts may be used, consistent with ACC's obligation to protect personal information from unauthorised access or disclosure.

Before any new AI tool, or a materially new use case for an existing approved tool, is approved, a privacy impact assessment must be undertaken. The process is set out at section 2 of A034P Artificial Intelligence Procedure.

9. Clinical and Health Information

This section reflects the professional obligations set out by the Australian Health Practitioner Regulation Agency (AHPRA) and National Boards for registered practitioners using AI in healthcare and applies to ACC's teaching clinic and any clinical placement context.

- **Accountability:** clinical supervisors and student clinicians remain fully responsible for safe, quality patient/client care regardless of any AI tool used. AI must never be used to make, or be presented as, a final clinical assessment, diagnosis or treatment decision.
- **Understanding:** practitioners and students must understand enough about any AI tool used in a clinical-adjacent capacity, its training data, intended use, and limitations, to use it safely, and must know the contexts in which it should not be used.
- **Transparency and consent:** AI must not be used in a way that implies to a patient/client that AI made a clinical decision. Where any AI tool would involve processing identifiable patient/client information, this is prohibited under this policy; there is no circumstance in which such information should be entered into an AI tool without explicit prior approval of ACC's Executive and compliant informed consent processes.
- **Confidentiality:** patient/client confidentiality and health-records obligations continue to apply in full to any AI-adjacent activity, including de-identified case study creation for teaching purposes (see section 4).

10. Breach and Reporting

Any actual or suspected breach of this policy, including the accidental entry of identifiable or sensitive information into an AI tool, must be reported immediately to the Chief Executive Officer and the relevant line manager or clinical supervisor.

- Breaches involving patient, student or staff personal information will be assessed under the Privacy Act 1988 (Cth) and may require notification under the Notifiable Data Breaches (NDB) scheme.
- Breaches relating to student academic integrity (including undisclosed or prohibited AI use in assessments) will follow the procedure set out in the ACC Academic Integrity Policy and be recorded on the College's Academic Integrity Register.
- Disciplinary action may follow policy breaches, in line with ACC's Code of Conduct and applicable employment agreements.

Implementation and Monitoring

The Academic Dean is responsible for ensuring that students and staff are educated in the responsible use of generative AI technology in preparing assessments, as set out in this policy. The Academic Dean delegates responsibility to all ACC staff to educate students about ACC's Artificial Intelligence Policy and ensure they have access to resources on the responsible and ethical use of generative AI. All students must participate in the mandatory Policy and Academic Integrity workshop held in orientation week.

Responsibility for the institutional/staff-facing provisions of this policy (approved tools, risk-tiered use, privacy and data protection) sits with the Chief Executive Officer, who is responsible for approving AI tools, maintaining this policy, and monitoring institutional AI use.

It is the responsibility of all staff and students to adhere to ACC's policy guidelines about the responsible and ethical use of generative AI.

The responsibilities of individual staff and faculty under this Policy are set out at section 3 of A034P Artificial Intelligence Procedure.

Review

ACC's Artificial Intelligence Policy is reviewed every three years. Given the pace of change in AI technology, ACC will additionally review the tool-approval and governance provisions of this policy (sections 2, 3, 4, 8 and 9) annually, or earlier if indicated by internal or external factors. This dual cycle is a decided position: the core academic integrity provisions remain on the standard three-year cycle, and the tool-approval and governance provisions are reviewed annually.

It is a policy of ACC that any Policy or Procedure may be reviewed earlier than scheduled where indicated by internal or external factors (including but not limited to changes in the guidelines of regulatory authorities, accreditation/registration requirements of the profession, or relevant legislation at state or federal level) as determined by the Board of Directors and/or Academic Board.

Related Policy Documents

- A034P Artificial Intelligence Procedure
- Academic Integrity Policy
- Academic Integrity Procedure: Students
- Academic Integrity Procedure: Staff
- Assessment Policy
- Code of Conduct
- Governance Framework
- Grievance Management (Staff) Policies and Procedures
- Student Academic Appeals Policy
- Student Academic Appeals Procedures
- Privacy Policy (C004)
- ICT / Information Security (Acceptable Use) Policy (C005)
- Intellectual Property Policy (C001)

Version Control

Document:	A034 Artificial Intelligence Policy
Responsible Officer:	Academic Dean (academic integrity and assessment provisions); Chief Executive Officer (institutional and staff governance provisions, and privacy breach contact)
Initially Approved by:	Academic Board Date: 12 June 2024 (V1.0)
This Version:	9 September 2026.
Replaces Version(s):	V1.0 (12 June 2024)

Next Review:	September 2029
Standards Reference:	HESF 5.2 Academic and Research Integrity
Nature of Change:	V2.0 expands the policy beyond student academic integrity to include institutional governance of staff and faculty AI use; ACC-approved AI tools; risk-tiered use; privacy and data protection obligations under the Privacy Act 1988 (Cth); and clinical and teaching-clinic considerations aligned with AHPRA guidance. The operative detail that changes between reviews, the approved-tool list, the risk-tiered use matrix, the privacy impact assessment process and individual staff responsibilities, is issued separately as A034P so that this Policy is not amended each time a tool is approved. Section numbers are unchanged.