Australian Chiropractic College

ARTIFICIAL INTELLIGENCE PROCEDURE

Purpose

This Procedure gives effect to A034 Artificial Intelligence Policy. It sets out the AI tools ACC has approved for use with ACC data, the process for approving a new tool or a materially new use case, the responsibilities of staff and faculty, and the risk-tiered use of AI at Appendix A.

This Procedure carries the operative detail that changes between Policy reviews. It is reviewed annually and is amended by ACC Executive approval where the Policy it gives effect to is unchanged.

Scope

This Procedure applies to all ACC staff, including academic, clinical and teaching-clinic, research and professional staff, and to contractors and sessional staff acting for ACC. Definitions, principles and obligations are in A034 Artificial Intelligence Policy and are not repeated here. Where this Procedure and the Policy differ, the Policy prevails.

Procedure

1. ACC-approved AI tools

ACC currently authorises the following AI tools for use with ACC data:

Tool	Recommended Use	Key Restriction
Claude (Team/Enterprise), available to approved faculty and staff; institutional licensing is the subject of a separate business case	Research, curriculum development, complex writing and analysis, large-document review, policy and procedure drafting.	No identifiable patient, student, or staff data. Available to selected/approved faculty and staff only.
Microsoft Copilot	Document drafting, email, scheduling, administrative tasks, internal communications.	No identifiable patient, student, or staff data.

Use of any other AI tool, including free or consumer versions of ChatGPT or Gemini, and any personal AI account, for ACC work or with any ACC data, requires prior written approval from the ACC Executive. A tool is added to or removed from this list by ACC Executive approval, recorded in the approved-tool register maintained by the Chief Executive Officer, together with the current list of staff holding approved access.

2. Approving a new tool or a materially new use case

Before approving any new AI tool, or a materially new use case for an existing approved tool, ACC will undertake a privacy impact assessment consistent with OAIC guidance on the use of commercially available AI products.

- A request is made to the ACC Executive identifying the tool, the intended use case, the ACC data involved and the role or roles who would use it.
- A privacy impact assessment is undertaken before approval, addressing collection (APP 3), use and disclosure (APP 6), accuracy (APP 10) and security (APP 11) as those apply to the proposed use.

- Where the use case involves patient or client health information, the Designated Health Privacy Officer is consulted before approval.
- An approval is recorded in the approved-tool register with its date, the conditions attached, and the roles to which it extends. Section 1 of this Procedure is updated to match.

3. Staff and faculty responsibilities

Role	Responsibility
All Staff	Complete AI induction/training as required; comply with A034 Artificial Intelligence Policy; report concerns or breaches promptly.
Academic Staff	Set clear AI use expectations in assessments (per Stream/Unit approval); model responsible AI use; disclose AI use where required.
Clinical Supervisors / Teaching Clinic Staff	Ensure patient/client data protection in all AI-adjacent activities; supervise student compliance; ensure AI never substitutes for clinical judgement.
Managers	Promote policy awareness in their teams; escalate reported issues to the Academic Dean / Executive.
Academic Dean	Ensure students and staff are educated in the responsible use of generative AI in assessments, per this policy; delegate to staff as appropriate.
ACC Executive / Academic Board	Policy ownership and annual review of tool-approval and governance provisions; breach response; approval of new AI tools or material new use cases.

Appendix A: Risk-tiered use of AI, staff and faculty

The following guide sets out how AI may be used by ACC staff and faculty, tiered by risk. It must be read alongside section 8 (AI, Privacy and Data Protection) and section 9 (Clinical and Health Information) of A034 Artificial Intelligence Policy.

Risk	Use Case / Task	Role	Permitted?	Conditions / Notes
LOW	Correspondence, memos, newsletters	All Staff	**YES**	Review output before sending. Do not include personal data.
LOW	Meeting agendas, minutes, scheduling support	All Staff	**YES**	Avoid identifiable staff or student details.
LOW	Administrative document and policy templates	Admin	**YES**	Human review and approval required before finalising.
LOW	Literature search support and research summarisation	Academic / Research	**YES**	Verify all sources independently.
LOW	Generic curriculum and course material review	Academic	**YES**	Review for accuracy; disclose AI use to relevant colleagues.
LOW	Generic chiropractic education content review	Academic / Clinical	**YES**	Must be reviewed by a qualified academic before student use.
LOW	Formatting, grammar-checking, editing	All Staff	**YES**	Do not paste documents containing personal or confidential data.
LOW	Brainstorming and ideas generation	All Staff	**YES**	Do not include commercially sensitive or strategic information.

MED	Assessment and rubric design	Academic	**COND**	Review for bias and alignment with learning outcomes.
MED	De-identified generic case studies for teaching	Clinical / Academic	**COND**	Scenarios must be fully fictitious or thoroughly de-identified. No identifiable patient/client data.
MED	Research data analysis (non-identifiable datasets)	Research	**COND**	Only de-identified data. Ethics approval must already be in place. Any statistical analyses must be human reviewable.
MED	Generic student feedback drafting (not identifiable)	Academic	**COND**	Must not reference student name, ID, or identifiable performance details.
MED	HR policy and process documentation drafting	Admin / Mgmt	**COND**	No staff names or employment details. Legal review recommended.
MED	Grant or funding application drafting	Research / Admin	**COND**	Human lead must own and verify all content. Disclose per funder requirements.
MED	Generic student support communications	All Staff	**COND**	No identifiable student info. Do not automate wellbeing decisions.
MED	Marketing and external communications drafting	Admin / Mgmt	**COND**	Review for accuracy and brand alignment; claims must be evidence-based.
MED	Entering identifiable student names, IDs, or academic records into AI	Academic / Admin	**COND**	Allowable under institutional accounts only. Prohibited under non-institutional or free accounts.
MED	AI-assisted grading and academic integrity review	Academic	**COND**	AI may support review only; final decisions must be made by qualified staff.
HIGH	Entering identifiable patient/client information (name, DOB, health record) into AI	ALL	**NO**	Strictly prohibited. Privacy Act 1988 breach risk. Report any accidental disclosure immediately.
HIGH	Using AI to make, or present as final, any clinical assessment, diagnosis, or treatment decision	Clinical / Academic	**NO**	AI must never replace qualified clinical judgement (AHPRA). Prohibited in all circumstances.
HIGH	Entering staff personal details, salary, or HR records into AI	Mgmt / Admin	**NO**	Prohibited. Privacy Act 1988 obligations apply.
HIGH	Using unapproved AI tools, or personal AI accounts, for ACC work	ALL	**NO**	Only Claude and Microsoft Copilot are approved. Written Executive approval required for any other tool.
HIGH	Sharing ACC confidential commercial or strategic information	ALL	**NO**	Prohibited. Treat all strategic and commercial information as confidential.
HIGH	Submitting AI-generated content as original academic work without disclosure	Academic / Students	**NO**	Academic integrity breach.

Key: YES = permitted with standard care | COND = conditional (read notes carefully) | NO = prohibited or requires Executive approval.

Related Policy Documents

- A034 Artificial Intelligence Policy
- Academic Integrity Policy
- Academic Integrity Procedure: Students
- Academic Integrity Procedure: Staff
- Code of Conduct
- Privacy Policy (C004)
- ICT / Information Security (Acceptable Use) Policy (C005)
- Intellectual Property Policy (C001)

Version Control

Document:	A034P Artificial Intelligence Procedure
Responsible Officer:	Chief Executive Officer, with the Academic Dean for the assessment-related provisions
Initially Approved by:	Not yet approved
This Version:	Date: 9 September 2026.
Replaces Version(s):	None. New instrument.
Next Review:	Annual, first review September 2027.
Standards Reference:	HESF 5.2 Academic and Research Integrity
Nature of Change:	New Procedure. Carries the operative detail previously held in A034 V2.0: the approved-tool list and approval process, the privacy impact assessment steps, individual staff and faculty responsibilities, and the risk-tiered use matrix at Appendix A. No obligation is created, removed or altered by the split.