



## Generative Artificial Intelligence (AI) Policy

At Greystone Institute, we recognize the transformative potential of generative artificial intelligence (AI) technologies in enhancing teaching, learning, and research endeavors. Generative AI encompasses various technologies such as natural language processing (NLP), machine learning (ML), and deep learning (DL) algorithms to create new content, generate insights, and facilitate creative processes. This policy aims to establish guidelines for the ethical and responsible use of generative AI within our institution.

### Policy Objectives:

- Ensure that generative AI technologies are used ethically and responsibly across all academic and administrative activities.
- Safeguard the privacy and rights of individuals involved in the development and utilization of generative AI systems.
- Promote transparency and accountability in the deployment of generative AI solutions.
- Foster innovation and creativity while upholding academic integrity and quality standards.

This policy extends to all members of Greystone Institute and particularly governs academic teaching and learning at Greystone Institute.

### Definitions and Terminology

**ChatGPT:** ChatGPT is an instance of Generative Pre-trained Transformer, a type of generative AI model developed by OpenAI. ChatGPT is specifically trained to engage in conversational interactions with users, generating responses based on the context provided in the conversation. It uses large-scale datasets to understand and generate human-like text responses across various topics.

**Ethical Use:** Ethical Use refers to the responsible application of AI technologies in alignment with ethical principles such as fairness, transparency, accountability, and respect for human dignity. It entails ensuring that AI systems do not perpetuate biases, discriminate against individuals or groups, or engage in harmful behaviors.

**Generative AI:** Generative Artificial Intelligence refers to a branch of AI technologies that can autonomously generate new content, such as text, images, or audio, based on patterns learned from existing data. It encompasses techniques like deep learning and natural language processing to create original material, simulate human creativity, or enhance existing content.

**Privacy and Data Protection:** Privacy and Data Protection in the context of generative AI involve measures to safeguard the confidentiality, integrity, and availability of data used by AI systems. This includes compliance with relevant privacy laws and regulations, as well as implementing security controls to prevent unauthorized access, disclosure, or misuse of sensitive information.



## Policy

### **Ethical Use**

Greystone Institute follows the Qld Government's [Generative AI Guidelines](#) which focus on privacy and security, accuracy, legislation, ethics and transparency and, accountability and safety. Generative AI technologies shall be used in a manner consistent with ethical principles, including fairness, transparency, accountability, and respect for human dignity. Any use of generative AI for malicious, discriminatory, or unlawful purposes is strictly prohibited.

### **Privacy and Data Protection**

All data utilized in the development and operation of generative AI systems shall be handled in compliance with relevant privacy laws and regulations. Personal data collected for training or evaluation purposes must be anonymized or pseudonymized whenever possible to protect individuals' privacy. Data access controls and encryption mechanisms shall be implemented to prevent unauthorized access or disclosure of sensitive information.

### **Transparency and Accountability**

The use of generative AI systems in academic research, teaching, or administrative tasks shall be transparently disclosed to stakeholders. Any decisions or outcomes influenced by generative AI algorithms must be traceable and explainable to ensure accountability. Regular audits and evaluations of generative AI systems shall be conducted to assess their performance, fairness, and potential biases.

### **Intellectual Property Rights**

Intellectual property rights associated with generative AI-generated content or inventions shall be governed by existing policies and agreements at Greystone Institute. Proper attribution and acknowledgment of AI-generated content must be provided in accordance with academic citation standards.

### **Education and Awareness**

Training programs and educational resources on the responsible use of generative AI shall be provided to faculty, staff, and students. Awareness campaigns and workshops shall be organized to promote understanding of ethical considerations, privacy implications, and best practices related to generative AI. Staff will be kept abreast of TEQSA announcements, policies, and guidance notes on Artificial Intelligence.

## Procedures

### **Teaching and Learning**

Lecturers are responsible for outlining acceptable usage of generative AI to their classes. Where students have any doubts about the use of Generative AI, they must receive written confirmation from their lecturer that generative AI is able to be used within an assignment. Where no written permission or confirmation is provided by a lecturer, it is assumed that generative AI is not permitted in classroom tasks or assignments.

**Administration**

The implementation of this policy shall be the responsibility of the Greystone Institute administration, with support from relevant departments such as IT, research, and academic affairs. Designated individuals or committees shall be appointed to oversee compliance with the policy and address any concerns or violations. Adequate resources and support shall be allocated to facilitate the ethical and responsible use of generative AI technologies.

**Policy Review and Enhancement**

This policy undergoes review every 5 years or as deemed necessary by the Academic Board.