

Policy and Procedure: Use of Artificial Intelligence by Students and Staff

CODE:	P075
OPERATIONAL OWNER:	Academia
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POLICY VERSION:	V1

Version History

VERSION	DESCRIPTION	AUTHOR	APPROVAL	EFFECTIVE DATE
V1	INITIAL DOCUMENT	CHARLOTTE GERONIMI/ AARON RIZZO	JUNE 2024	JUNE 2024

Abbreviations

ITS	Institute of Tourism Studies
CEO	Chief Executive Officer
COO	Chief Operating Officer
AI	Artificial Intelligence

A. Policy and Procedure

Whilst the fair and ethical use of Artificial Intelligence (AI) is permitted, it must be employed responsibly. This policy outlines guidelines for the appropriate and ethical use of AI technologies with the aim of promoting responsible use, ensuring data privacy and security, and maintaining academic integrity. It applies to all students, faculty, staff, and affiliates of the Institute of Tourism Studies (ITS) who use AI technologies for academic research, administrative tasks, or any other purposes, whether within ITS's premises or affiliated activities.

1. Ethical Use of AI

Users of AI technologies must adhere to ethical principles and guidelines in the development, deployment, and use of AI systems. Actions that may result in harm, discrimination, or human rights violations are strictly prohibited.

2. Data Privacy and Security

Users must ensure the privacy and security of data when employing AI technologies. This includes obtaining necessary consent for data collection, storage, and processing, as well as implementing appropriate security measures to protect sensitive information.

3. Academic Integrity

The use of AI technologies for academic dishonesty, such as plagiarism, cheating, or falsification of data, is strictly prohibited. Students and staff are expected to uphold academic integrity and adhere to ITS's policies and standards in this regard.

4. Regulation Compliance

Users must comply with all relevant regulations and policies governing the use of AI technologies, including data protection regulations, intellectual property rights, and ethical standards for research involving human subjects.

5. Monitoring and Review

ITS reserves the right to monitor and review the use of AI technologies to ensure compliance with this policy. Any violations or concerns regarding AI misuse must be reported to the ARPB for investigation.

6. Submission of Long Essays and Dissertations

Research must be submitted via ITS VLE and reviewed through Turnitin, which will generate a report identifying possible AI-generated content. Students may be asked to present their work for AI content review at any time. The use of AI and its extent in an individual's writing or research must be specified in any document submitted for grading.

7. Breaching of this Policy

Violations of this policy will result in consequences equivalent to those outlined in P031 for any breaches of said policy.

8. Similarity Percentage of AI and Turnitin

The combined similarity percentage of AI and Turnitin must not exceed 15%.

9. Revision of this Policy

This policy shall be reviewed periodically to ensure its effectiveness and relevance considering evolving technologies, regulations, and best practices in AI. Amendments or updates to the policy may be made as deemed necessary by the ARPB.

B. Document Retention

Category	Retention Period
Reports	5 years

C. Review

The terms of this policy will be reviewed after its first year of operation and regularly thereafter.

D. Document Control

Version	Purpose of Review/ Changes	Date Published	Date of Next Review
V1	Initial Document	June 2024	June 2025