



Generative Artificial Intelligence Use Policy and Procedure

1 Policy

Riverdale Institute (RI) is an adult learning environment and is committed to providing students and staff with a safe and ethical context in which to learn. Inappropriate use of artificial intelligence tools as defined in this policy, poses a threat to lawful breaches and continued studies/employment with RI's students and staff as well as RI's reputation and viability, and will be dealt with accordingly.

2 Purpose

The purpose of this policy is to establish guidelines and our commitment for the ethical and responsible use of generative artificial intelligence (GAI) within our educational institution. This policy outlines the acceptable and unacceptable use of GAI and provides guidance on how to use it safely and responsibly.

This policy ensures that Riverdale Institute (RI) complies with:

- Standards for RTOs 2025 (Outcome 1 Standard 1.4)
- National Code 2018 Standard 9
- ESOS Act 2000
- National Vocational Education and Training Regulator Act 2011
- Australia's AI Ethics Framework ([Australia's Artificial Intelligence Ethics Framework | Department of Industry Science and Resources](#)).

3 Scope

This policy applies to all trainers, assessors, students, and staff who use GAI within our educational institution, to use GAI in a way that reflects our values and principles and aligns with legislative requirements and all Riverdale Institute's policies and procedures.

4 Definitions

Academic Integrity: *the expectation that teachers, students, researchers and all members of the academic community act with: **honesty, trust, fairness, respect and responsibility.***

AI/GAI:

- **Artificial Intelligence (AI)** as "the theory and development of computer systems able to perform tasks normally requiring human intelligence, such as visual perception, speech recognition, decision making, and translation between languages."
- **Generative AI** is a particular type of Artificial Intelligence technology that can create various types of content in the form of images, text, audio and more - unlike traditional AI systems that are designed simply to recognise patterns and make predictions. This form of technology includes AI chatbots, such as **Chat GPT** and is progressing at a rapid rate. Examples are:
 - **Image Generative AI** can create new images based on existing ones such as creating a new landscape based on existing scenery
 - **Text Generative AI** can be used to write articles, poetry and scripts
 - **Audio Generative AI** can generate new music tracks, sound effects and voice acting

Plagiarism, Cheating, Collusion: the recycling of own or others work; getting another person or GAI to do your work; forming work that is not authentic to your own understanding using your own words; relying on others to create your work therefore not demonstrating your understanding an application ability of your learnings.





5 Procedures

Academic Integrity, Ethical Application, Risks, Tolerance, and Use

RI supports the use of GIA in the below context, with the assurance of all outcomes to meet Australian legislations, regulatory standards, and RI's policies and procedures:

- **Ethical Use of GAI:** RI is committed to using and allowing the use of GAI in an ethical, responsible, contestable and accountable manner. GAI is not to be used to engage in activities that are harmful, discriminatory, or illegal.
- **Transparency:** When using GAI in the classroom, we will be transparent with students and trainers about its use. We will explain the purpose and limitations of the GAI and ensure that its use is clearly communicated.
- **Data Privacy:** We will ensure that GAI is used in compliance with relevant privacy laws and regulations. We will protect the privacy of personal information and ensure that sensitive data is not compromised.
- **Human Oversight:** We will ensure that there is human oversight of GAI. This includes ensuring that trainers and students if necessary are trained to use GAI responsibly and that there are processes in place to monitor and audit its use.
- **Bias and Discrimination:** We will ensure that GAI is not used to discriminate against individuals or groups based on factors such as race, gender, age, religion, or disability. We will regularly monitor GAI for any biases and take corrective action where necessary.
- **Security:** We will ensure that GAI is used in a secure manner and that it is protected from unauthorised access, modification, or destruction.
- **Implications for Trainers:** Trainers and Assessors are responsible for ensuring that they and the students use GAI in a safe and responsible manner. Trainers and Assessors need to ensure compliance of policies and procedure, including RTO standards and with consideration to the above context requirements, when using GIA with training products/resources. Trainers and Assessors must monitor students' use of GAI and provide guidance and support where needed.
- **Implications for Students:** Students should use GAI in a responsible manner and avoid engaging in harmful or inappropriate behaviours. They should follow the guidelines provided by their trainer and report any concerns about the use of GAI.
- **Implications for Staff:** Staff are responsible for ensuring the professional and responsible use of GIA with all works performed in accordance with legislation and RI's policies and procedures.

RI supports the allowable assistance of generative GAI/AI tools; where allowable assistance refers to the planning and research that contributes indirectly to the drafting of assessment and submissions; including:

- Concepts/idea creation
- Collation of initial research information
- Formatting and structure recommendations
- Recommendations for further evaluation and research





- Development skills for: problem solving; communication; critical thinking. Riverdale Institute **will not tolerate** the use of GAI/AI where there is:
 1. Dependency of the use for work/assessment outcomes
 2. Inaccuracy with pieces work/assessments
 3. Ethical Concerns with use
 4. Plagiarism with work/assessments
 5. Privacy concerns of use.

Non-tolerated use covers:

- Misrepresentation of GAI generated content as one's own in learning, teaching, research or assessment
- Failure to disclose the use of GAI in the preparation of the content
- Use of third-party resources generated through the use of GAI in any other form that compromises academic integrity
- Plagiarism, cheating, collusion in any form, e.g. use of purchased advanced GAI prompting to complete an assessment or to avoid detection
- Use of third-party artificial intelligence (AI) detection sites or tools, where the security of data storage and information privacy are unknown
- Sharing of sensitive personal information of staff or students in using GAI/AI tools
- Breach of any of the principles listed above, nor any statutory or legislative requirements.

6 Responsibility

The Compliance Manager and Operations Manager will be responsible for the implementation of this process and will ensure all requirements of this policy and procedure are met.

7 Review Date

12 months from the date of this version, or as required.

8 Version History

Version Number	Date	Reason for Change	Prepared by	Approved by
V1.0	July 2024	Policy created.	Compliance Manager (NK)	CEO (SD)
V2.0	July 2025	Revised Standards for NVR Registered Training Organisations 2025	Compliance Manager (NK)	CEO (SD)