
Information Technology Usage Policy - Student

1.0 Purpose

To provide guidance to BKI students on acceptable use of Information technology resources, including Artificial Intelligence (AI) tools provided by BKI.

2.0 Scope

The policy applies to all students of BKI.

3.0 References

Privacy and Data Protection Act 2014 (Vic)

Privacy Act 1988 (Cth)

Copyright Act 1968 (Cth)

Copyright Amendment (Digital Agenda) Act 2000 (Cth)

Australia's Artificial Intelligence Ethics Framework 2019

4.0 Policy Statement

BKI not only provides access to Information Technology (IT) systems and software resources to enrolled students, but they also provide access to the latest AI enabled resources and tools in order to support the academic and educational pursuits of enrolled students. Students are encouraged to use these IT resources to broaden their understanding and application of contemporary technologies, to enhance their studies and to assist them to engage positively and actively with communities and individuals primarily for purposes linked to their study.

Students are advised that with the opportunity to use BKI's IT and AI resources comes with the responsibility to behave legally, ethically, morally, and according to the standards of behaviour outlined in the BKI Code of Student Conduct Policy.

Students and parent/carer of students under the age of 18 should be aware that BKI provided email address will be the primary method of contact for all communications from BKI. For students under the age of 18, parent/carer are provided a copy of this policy too. The student and parent/carer are required to read and accept the ICT acceptable usage agreement.

4.1 Acceptable Usage

Each individual must respect the right of others to work and/or study in an environment which is free from harassment and intimidation when using BKI's IT resources. Acceptable uses of BKI's IT resources are activities which are directed at proper learning, research and study.

Students are encouraged to develop usage which meets their individual study needs and which takes advantage of BKI's IT resources such as portals, email, instant messaging,

Information Technology Usage Policy - Student

internet access, conferencing/collaboration tools, bulletin boards, databases and access to software.

Students should be aware that transferring excessively larger files can have an adverse effect on network resources and negatively affect classroom delivery. This practice is strongly discouraged.

Personal use of BKI's computer network for services such as email or internet access is permitted where this constitutes legal, ethical and moral activities and limited usage.

Where students are found to be using BKI's IT resources for purposes not linked to proper research or study, BKI may require them to limit, modify or cease the usage entirely.

Students should be aware that BKI provided email address will be the primary method of contact for all communications from BKI.

Students should be aware that email or other messages may be monitored whilst using BKI resources.

Furthermore, with the introduction of AI resources and tools the following points are considered the acceptable use for AI Resources and tools:

- **Educational Purposes:** AI must be used for research, data analysis, creative projects, or enhancing accessibility in learning materials.
- **Transparency and Citation:** When using AI-generated content, students must disclose its use and cite sources appropriately.
- **Avoiding Bias:** Students should be aware of potential biases in AI algorithms and strive to mitigate them in their own work.
- **Data Privacy:** Students must only use AI tools and resources that comply with BKI's data privacy policies and avoid collecting or using personal data without consent.
- **Avoiding Harm:** AI should not be used to create content that is discriminatory, hateful, or promotes violence.
- **Respecting Intellectual Property:** Students must use AI tools and resources in compliance with copyright and intellectual property laws.

4.2 Unacceptable use of network and physical devices

Students must not:

- use BKI's IT resources to download, display, share or print offensive material, including material that is sexist, sexually explicit, pornographic or racist.
- knowingly receive and utilise material via email or through the Internet that is offensive, including material that is sexist, sexually explicit, pornographic or racist.
- use BKI's IT resources to threaten, harass, defame or offend others, or to discriminate against others or to use BKI's IT resources in a vilifying, sexist, racist, abusive, rude, annoying, insulting, threatening, obscene or other offensive manner.
- attempt to transfer, store or print files, material or messages that violate antidiscrimination legislation, copyright law or BKI policies and procedures, or display or transfer offensive materials via BKI's computer network.

Information Technology Usage Policy - Student

- violate the rights to privacy of students or BKI's employees, contractors, volunteers or guests including attempts to access another person's account, private files, or email without the permission of the owner.
- attempt to write, produce, copy or attempt in any way to introduce any computer code designed to self-replicate, damage or otherwise hinder the performance of any computer.
- attempt to alter system software, firmware or hardware configurations or corrupt, damage or destroy data.
- use BKI's IT resources for any commercial purpose.
- misuse IT equipment; care must be exercised at all times when using IT equipment, students will be held responsible for the cost of repair if damage is caused through misuse or negligence.
- damage IT equipment and damage must be reported to BKI staff immediately upon discovery.
- tamper with or move IT assets without authorisation.
- record and transmit images, voice, video and files without permission of the person and where the person is a child or young person under the age of 18, without permission from a parent or carer as well.
- utilise student email to spam or otherwise create or submit unwanted emails to any internet users.

In addition to the above points students must not use AI resources and tools for the following:

- Plagiarism: Using AI-generated content to replace original work or without proper citation constitutes plagiarism.
- Any use of AI technologies that violates applicable laws, regulations, or institutional policies is strictly prohibited.
- Students must not engage in activities that compromise the privacy, security, or integrity of individuals or data, including unauthorised access, manipulation, or distribution of sensitive information.
- Discriminatory or biased practices using AI resources and tools, such as perpetuating stereotypes or excluding certain groups, are not tolerated. AI should not be used to create content that is defamatory, harassing, or poses a safety risk.
- Use of AI technologies for malicious purposes, students must not use AI tools for unauthorised access to systems or data this also including but not limited to hacking, cyberbullying, or harassment, is strictly prohibited.
- Cheating: Any use of AI technologies that violates the fundamental of honest coursework delivery and completing assignment, maliciously automate tasks, or gain an unfair advantage is strictly prohibited.

4.3 Reporting receipt of offensive material

Students who receive unsolicited offensive material from an unknown external source or a known source within BKI must report it immediately to the relevant Director of studies or Teacher who will determine on further actions required. Students must not print or forward the offensive material.

Information Technology Usage Policy - Student

4.4 Breach of this Policy

Any employee or student that becomes aware of an actual or possible breach of this policy should immediately report the matter to the ICT Support Centre. Any instances of unauthorised use will be investigated and reported. Users may be asked to cooperate with any investigation into a security breach or improper use.

Users may be held personally liable for damages or costs incurred as a result of their actions. Any BKI student found to be in breach of this Policy may have disciplinary action initiated against them, in accordance with the BKI's Code of Student Conduct Policy.

5.0 Roles and Responsibilities

Role	Responsibilities
Students	Ensure that the use of BKI resources (IT and AI) and computer network complies with BKI's Policies and Procedures.
Students	Ensure email correspondence is responded to within a reasonable timeframe.
Students	Students may seek redress for any form of harassment or intimidation resulting from inappropriate use of BKI's IT resources by BKI students or staff as per the BKI Student Complaint/ Grievance Procedure
CIO	Investigate breaches of proper use of BKI Systems and AI resources

6.0 Definitions

Word/Term	Definition
BKI	Bendigo Kangan Institute
Data	Includes all information captured, used, exchanged, and stored electronically.
Hardware	Any computer, portable electronic device (including mobile phones and tablets), communication, printing or storage device, media, and associated equipment (whether supplied by BKI or not) in use with BKI IT systems.
Software	Any operating system, program, application or instruction routine in use or stored on BKI IT systems
IT Resources	Includes all computers and computing devices (including both the wired and wireless local and wide area networks) as well as any software and all other IT related services provided by BKI for student use.
Artificial Intelligence	Artificial intelligence (AI) refers to computer systems capable of performing complex tasks that historically only a human could do, such as reasoning, making decisions, or solving problems.

Information Technology Usage Policy - Student

7.0 Supporting Policies and Forms

Policy or Form name
BKI Code of Student Conduct Policy
BKI Child Safety Policy
Feedback Procedure (Compliments and Complaints)

8.0 Version Control and Change History

Ver.	Issue Date	Document Custodian	Description of Change	Approval Authority
1.0	26/04/2021	Head of Technology Strategy, Architecture, Risk and Compliance	New Policy created for students	Chief Information Officer
2.0	15/08/2024	Head of Technology Strategy, Architecture, Risk and Compliance	Addendum – AI Resources and tools acceptable usage and other terms and conditions	Chief Information Officer

9.0 Document Owner and Approval Body

Document Custodian	Approval Authority	Approval Date	Scheduled Review Date
Head of Technology Strategy, Architecture, Risk and Compliance	Chief Information Officer	15/08/2024	15/08/2026