

# *Student Responsible Use Guidelines – Generative AI*

Version 1.0

**NextEd  
Group**



**ISCD**



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# Section 1 – Introduction

## 1. Purpose

This document sets out general expectations for NextEd Group (NextEd) students using ChatGPT and other generative AI tools. It is designed to support safe, ethical, and productive use of AI for learning activities.

## 2. Scope

These guidelines are an overarching NextEd guideline and apply to:

- i) All students (domestic and international) of NextEd subsidiary entities; and
- ii) All courses delivered by NextEd subsidiary entities and their brands including those delivered on their behalf by education providers with whom there is a licensing arrangement.

of:

- a. Academy of Interactive Technology Pty Ltd (also trading as Coder Academy, Greenwich Higher Education and ISCD) RTO: 90511, Institute of Higher Education. PRV12005, CRICOS: 02155J
- b. International School of Colour and Design Pty Ltd (ISCD) RTO: 91439
- c. Greenwich College Pty Ltd (trading as Greenwich English College, Greenwich Management College, and Greenwich Health College) RTO: 91153 CRICOS: 02672K
- d. Brisbane Career College Pty Ltd (trading as SERO Institute) RTO: 32303, CRICOS: 03528K
- e. Celtic Training & Consultancy Pty Ltd (trading as Celtic Training) RTO: 40179

If there are any discrepancies between an affiliate's guideline and this guideline, the NextEd policy will apply.

# Section 2 – Guidelines

## 1. Permitted Use

Generative AI tools may be used to support legitimate learning activities where such use does not contravene assessment requirements or academic integrity expectations.

Appropriate uses may include:

- Clarifying concepts, terminology, or theoretical frameworks;
- Assisting with brainstorming, planning, or structuring ideas;
- Generating practice questions or revision prompts;
- Supporting coding practice and debugging using non-sensitive material;

- Improving clarity, grammar, or expression in a student's own draft work.

Where AI tools are provided or licensed by NextEd, their use is restricted to study-related purposes. Students must not use institutionally provided AI systems for unrelated personal activities, commercial purposes, or any activity that breaches NextEd policies, procedures, or applicable laws.

The permissibility of AI use in assessment tasks is subject to the specific requirements of each subject or assessment. Where restrictions apply, students must adhere strictly to those requirements.

## **2. Responsibility and Authorship**

Students retain full responsibility for all work submitted for assessment. The use of AI does not transfer authorship, accountability, or intellectual responsibility to the tool. Work submitted for assessment must reflect the student's own understanding, analysis, and academic capability, consistent with NextEd's Academic Integrity Policy.

Students must:

- Critically evaluate, verify, and validate any AI-generated output prior to use;
- Ensure that any reliance on AI does not compromise the authenticity of their submission;
- Comply with any requirements to disclose or acknowledge AI assistance where stipulated by subject guidelines;
- Avoid presenting AI-generated material as wholly original work where doing so would be misleading or constitute academic misconduct.

Students should be aware that AI outputs may be inaccurate, incomplete, biased, fabricated, or non-compliant with scholarly standards. The responsibility for identifying and correcting such deficiencies rests entirely with the student.

## **3. Prohibited, Misleading and Malicious Use**

The use of AI tools in ways that undermine academic integrity, institutional policy, or legal obligations is strictly prohibited.

Students must not use AI tools to:

- Engage in cheating, plagiarism, collusion, or contract cheating;
- Misrepresent authorship or impersonate another individual;
- Generate fabricated data, references, evidence, or academic materials;
- Circumvent assessment controls or submission requirements;
- Harass, threaten, discriminate against, or defame others;
- Develop, assist with, or facilitate hacking, malware, fraud, or other unlawful activities;
- Bypass system safeguards, rate limits, authentication mechanisms, or access controls;
- Deliberately overload or misuse institutional systems.

Any misuse of AI tools may result in disciplinary action under applicable student code of conduct, academic integrity, or IT security policies, procedures, and processes, and may include restriction or removal of access to institutional systems.

#### **4. Privacy, Confidentiality, and Information Security**

Unless explicitly designated by NextEd as an approved and institutionally controlled system, AI tools should be treated as external third-party platforms.

Students must not enter, upload, or disclose:

- Personal or sensitive information about themselves or others;
- Student records, grades, or private communications;
- Confidential institutional information or internal documents;
- Screenshots of internal platforms or systems;
- Passwords, authentication codes, API keys, or other access credentials.

Students are responsible for maintaining the security of their accounts and devices. Login credentials must not be shared with any other person. Failure to safeguard personal or institutional information may constitute a breach of privacy, confidentiality, or IT security policies.

#### **5. Monitoring, Access, and Enforcement**

NextEd reserves the right to monitor usage of institutional networks, applications, and devices in accordance with applicable laws, regulatory requirements, and institutional policies.

Access to AI tools provided or accessible through institutional systems may be restricted, suspended, or revoked where misuse, excessive use, or policy breaches are identified.

Monitoring and enforcement measures are intended to safeguard academic standards, data security, and institutional integrity.

#### **6. Reflective and Responsible Use**

Before using Generative AI in connection with academic work, students are expected to exercise informed judgment and professional responsibility and as outlined in the assessment criteria and in alignment with the relevant Academic Integrity Policy and Procedure.

Students should consider:

- Is this use related to legitimate learning or assessment activities?
- Does this involve personal, confidential, or sensitive information?
- Can I clearly explain, justify, and defend the final submission as evidence of my own understanding and academic effort?
- Does this use comply with the specific assessment instructions and subject guidelines?

If uncertainty arises regarding appropriate use, students must seek advice from the relevant lecturer, subject coordinator, or authorised NextEd staff member before proceeding.

## 8. Status of this Guidance

This Responsible Use Statement operates alongside NextEd policies relating to:

- Academic integrity
- Student conduct
- Privacy and data protection
- Information technology and cybersecurity

Where inconsistencies arise, the overarching policy shall apply.

This document may be updated to reflect evolving regulatory requirements, technological developments, and institutional expectations regarding the use of artificial intelligence in higher education.

# Section 3 – Supporting Documents

## 1) Supporting Documents

Document Name	Document type	Location
Assessment Policy	Policy	Internal
Academic Integrity Policy	Policy	Internal
Academic Integrity Module	Learning module	Internal
Academic Progression Policy	Policy	Internal
Academic Total Quality Management Policy	Policy	Internal
Examination Policy	Policy & Procedure	Internal
Privacy Act 1988	Legislation	External
Student Code of Conduct	Policy	Internal
Student Handbook	Policy Guide	Internal
U18 International Students Guideline	Procedural Guide	Website

## 2) Change History

Version	Approval date	Department	Approved by	Change
V1.0	2 APR 2026	Compliance	National Manager, Compliance and Risk	Development of Guidelines
		AIT Academic Board		