Using Artificial Intelligence Factsheet

Learners at CSNSW Academy may use the approved Artificial Intelligence (AI) platform, **Microsoft Copilot**, in limited circumstances. Other AI platforms are unauthorised in all circumstances.

When can I use AI?

AI (via Microsoft Copilot) <u>may</u> be used to:

- assist the initial research process
- assist in developing understanding of content
- provide feedback on work
- recommend further evaluation and research

Any use of AI must be appropriately referenced using APA 7th Edition Referencing.

When am I prohibited from using AI?

AI <u>may not</u> be used:

- to generate responses for assessment tasks
- without appropriate and correct referencing
- through unauthorised platforms (e.g., ChatGPT and DeepSeek).

Any unauthorised use of AI is academic misconduct and will be investigated resulting in penalties.

Be cautious

- Never submit personal or sensitive information about yourself or CSNSW into any AI platform including Microsoft Copilot
- Don't trust the information blindly and always verify the information with other sources

Further information can be found in CSNSW Academy's Academic Integrity Policy and Procedure.