



U3A Batemans Bay Incorporated

Artificial Intelligence Policy

(Developed: November 2024)

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Purpose: This policy outlines the guidelines and principles for the responsible use of artificial intelligence (AI) technologies by members, volunteers, and stakeholders of U3A Batemans Bay (U3A BB). The aim is to ensure that AI is used in a manner that aligns with our values of lifelong learning, inclusivity, and respect for all members.

Scope: This policy applies to all AI-related activities and applications within U3A BB, including but not limited to educational programs, communication tools, administrative processes, and decision-making support.

1. Definitions

AI means artificial intelligence - the simulation of human intelligence processes by machines and computer systems.

AI hallucinations refers to when an AI tool dispenses content that is not rooted in factual evidence, but rather, conjecture; the AI tool is simply satisfying the user's prompt or request as closely and as quickly as possible, completely ignoring context and factual accuracy^{1,2}.

AI prompt refers to the process of interacting with a generative AI system by providing specific instructions or queries to achieve a desired outcome.

AI system can include AI services available in general applications or interacting with U3A BB web page or other U3A BB applications.

generative AI means systems that use data models to generate new examples of content such as text, images, audio, code and other data modalities. Generative AI applications are typically trained on large amounts of real-world data and can approximate human generated content from prompts, even prompts that are limited or non-specific¹.

prompt injection attack refers to an attack that attempts to insert malicious instructions or hidden commands into an AI system.

2. Policy Principles

2.1 Ethical Use

AI technologies should be used in a manner that upholds ethical standards, respects privacy, and promotes fairness. Any use of AI must be transparent and accountable, ensuring that members are informed about when and how AI is being employed.

2.2 Inclusivity and Accessibility

We encourage members to familiarise themselves with AI tools.

2.3 Data Privacy and Security

- (a) U3A BB members should be cautious with what information they provide to AI systems. Information given to these systems may be incorporated into the system's training data and could inform outputs to prompts from non-organisational users¹.

- (b) The privacy and security of member data are paramount. Any AI system that processes personal data must comply with relevant data protection regulations. Member data may only be used with their consent. Appropriate measures must be taken to protect members' data from unauthorised access. Member's names or other identifying information must not be used in any generative AI prompts. **Note:** ChatGPT has no current data protection.
- (c) AI systems interacting with the U3A BB web site or other U3A BB internal applications must follow the data privacy statement above and be secure against AI related threats such as prompt injection attacks¹.

3. Educational Enhancement

AI should be leveraged to enhance the educational experience for U3A BB members. This includes using AI for personalised learning, content generation, and administrative efficiencies, while ensuring that human oversight remains central to decision-making.

4. Bias Mitigation

Efforts should be made to identify and mitigate any biases produced by AI systems. U3A BB commits to using AI in a way that avoids reinforcing stereotypes or discrimination.

5. Truthfulness and Accuracy

U3A users of AI will:

- 5.1 be mindful of 'AI hallucinations' - maintain responsibility for the truthfulness and authenticity of content used that was entirely or partially generated by AI;
- 5.2 fact-check any AI produced content for misinformation, disinformation, and conjecture before it is used.

6. Transparency and Accountability

The use of AI within U3A BB should be transparent, with clear communication to members about how AI is used and for what purposes. There should be accountability mechanisms in place to address any concerns or issues that arise from the use of AI.

7. Continuous Improvement

This policy and its implementation will be reviewed regularly to ensure that it remains relevant and effective in addressing the evolving nature of AI technologies.

Conclusion: U3A Batemans Bay is committed to harnessing the potential of AI in a way that benefits our community while safeguarding the values and rights of all members. This policy will guide the responsible and ethical use of AI, ensuring that it serves as a tool for positive impact in our learning and administrative activities.

Approval and Review: This policy is approved by the U3A BB committee and will be reviewed annually to reflect changes in AI technology and its applications within our organisation.

References:

1. <https://www.cyber.gov.au/resources-business-and-government/governance-and-user-education/artificial-intelligence/engaging-with-artificial-intelligence>
2. <https://www.globalsign.com/en/blog/ai-misinformation-concerns-and-prevention>