Responsible and Ethical Use of AI

01 Accountability

➢ Own the outcome

DO review AI-assisted work, apply judgement, cite AI use where required, and take ownership of the final output.

02 Academic Integrity

➢ Let AI support, not replace your work

DO follow assessment, research, publication and citation rules; verify sources before citing them.

03 Fairness

➢ Check for unfair bias

DO review outputs that may affect people, grades, services, opportunities or recommendations.

04 Privacy and Data Governance

➢ Protect the data

DO use approved tools, authorised purposes, minimum data and anonymisation where appropriate.

05 Safety

➢ Do no harm

DO check that AI outputs are safe, respectful, accurate and suitable for the audience.

06 Inclusive Growth and Well-being

➢ Make AI useful for all

DO use AI where it adds clear learning, research, service or productivity value.

Responsible and Ethical Use of AI

07 Transparency

➢ Say when AI is used

DO inform users when AI involvement matters, and label, acknowledge or cite AI-assisted content where required.

08 Explainability

➢ Understand before you use

DO check the source, logic and limits of important AI-assisted outputs.

09 Human Agency and Oversight

➢ Keep people in control

DO apply human review, approval and escalation for important decisions and high-risk workflows.

10 Security and Compliance

➢ Use approved tools

DO confirm approval before using AI tools, plug-ins, connectors, agents, APIs or services with SMU data or systems.

11 Robustness and Reliability

➢ Check before you trust

DO test, verify and monitor AI outputs and workflows before relying on them.

12 Auditability

➢ Keep a record when it matters

DO retain prompts, outputs, reviews, approvals, tests, incidents and decisions where required