



POLICY – AI (Artificial Intelligence)

(Version 2)

Policy Title:	AI
Policy Type:	Constitutional Policy
Date:	09/04/2025 (V1), 08/04/2026 (V2)

GOALS

The Bribie Island Community Arts Society Incorporated (BICAS) Policies and Procedures have been developed to support everyone participating at the Bribie Island Community Arts Centre (BICAC), including Board Members, Society members, employees, volunteers, Working Together Group (WTG) participants, contractors, and the public (herein referred to as BICAS/BICAC participants).

The BICAS Policy - AI (herein the Policy) - provides guidelines for the ethical and responsible use of artificial intelligence (AI). It aims to balance the benefits of AI with the protection of artists' rights, privacy and transparency. All BICAS/BICAC participants have an obligation to uphold the goals of this Policy.

The Policy shows:

That BICAS is committed to the ethical use of AI

- Respecting human creativity by ensuring AI is used as a tool to support, not replace, artistic expression.
- Promoting transparency by clearly disclosing the use of AI in artworks and communications.
- Ensuring AI-generated content aligns with the organisation's values and mission.

The Policy applies to everyone participating in BICAS/BICAC activities

INTRODUCTION

The purpose of the Policy is to provide a clear understanding of AI. The Policy places an obligation on all BICAS/BICAC participants to take responsibility for familiarizing themselves with the AI policy. To achieve this, copies of the Policy will be provided to all BICAS/BICAC participants. Participants are required to familiarise themselves with its contents and provide signed acknowledgement of receipt and understanding of the Policy to BICAS.

Application of the Policy

The Policy applies to all BICAS/BICAC participants. In applying the Policy, you are to consider both its 'spirit' and 'content'. If you are in any doubt as to the meaning of the Policy or its application in any given situation, you should seek advice from the BICAS Board or the Venue Manager.

AIMS RELATING TO AI

AI in Artistic Practice

- Artists using AI-generated elements in their work must disclose this in their exhibition proposals.
- AI-generated works will be reviewed for compliance with BICAS guidelines before display.
- AI should not be used to misrepresent or infringe upon the intellectual property of others.

PARTICIPANTS RIGHTS AND RESPONSIBILITIES

Data Privacy and Security

- Personal and confidential data must not be processed using AI tools unless compliant with privacy laws.
- AI systems used in administration must be assessed for data security risks.

AI in Administration and Marketing

- AI may be used to streamline administrative tasks, such as drafting newsletters and social media content, with human oversight.
- All AI-generated communications must be reviewed before publication to ensure accuracy and alignment with BICAS' identity.

RISK MANAGEMENT

- AI outputs should be reviewed for accuracy and potential bias before use.
- AI use must not contribute to misinformation or unfair discrimination.
- The Board will periodically assess AI risks and update policies as needed.

TRAINING AND AWARENESS

- BICAS will provide education sessions to ensure staff, volunteers, and members understand responsible AI use.
- An AI working group may be established to monitor developments and guide policy updates.

OTHER RELEVANT BICAS/BICAC POLICIES

BICAS/BICAC participants are encouraged to read this policy in conjunction with other relevant BICAS policies, including:

- Internet, Email and Social Media Use

COMMUNICATING THE POLICY

The Policy shall be available on BICAS premises. All BICAS/BICAC participants and others affected by our business or undertakings will be provided with a copy to read on commencement and have an opportunity to discuss the Policy at Induction Training.

COMPLIANCE AND REVIEW

- This policy will be reviewed annually to ensure it remains relevant and responsive to technological and ethical developments.
- Non-compliance may result in restrictions on AI use within BICAS activities.

VARIATIONS

BICAS reserves the right to vary, replace or terminate the policy.

POLICY VERSION AND REVISION INFORMATION

Author of policy draft: Tracey Benson

VERSION AND REVISION INFORMATION

<p>Policy Authorised by: Carolyn Wheeler</p> <p>Title: BICAS CHAIRPERSON</p>	<p>Version 1: 09/04/2025</p> <p>Approved by Board: 09/04/2025</p> <p>Review Date: 08/04/2026</p>
<p>Policy Maintained by: Julie Thomson</p> <p>Title: VENUE MANAGER</p>	<p>Version 1: 09/04/2025</p>
<p>Policy Authorised by: Carolyn Wheeler</p> <p>Title: BICAS CHAIRPERSON</p> 	<p>Version 2: 08/04/2026</p> <p>Approved by Board: 08/04/2026</p> <p>Review Date: 08/04/2027</p>
<p>Policy Maintained by: Julie Thomson</p> <p>Title: VENUE MANAGER</p>	<p>Version 2: 08/04/2026</p>
<p>Policy Authorised by:</p> <p>Title: BICAS CHAIRPERSON</p>	<p>Version : /2027</p> <p>Approved by Board: /2027</p> <p>Review Date: /2028</p>
<p>Policy Maintained by:</p> <p>Title: VENUE MANAGER</p>	<p>Version : /2027</p>

BICAS POLICY - AI

BICAS POLICY – WORKPLACE HEALTH AND SAFETY

I, (employee, volunteer, etc., – please print)

....., have read, understand and agree to abide by the Bribie Island Community Arts Society Inc.'s (BICAS) Policy – AI (Artificial Intelligence). I understand that such adherence is a condition of my employment, volunteer work, contract work, and/or any other participation in BICAS/BICAC activities. I understand that a violation of the BICAS Policy – Workplace Health and Safety, may be grounds for termination from BICAS/BICAC participation; as a volunteer; or in the case of an employee, immediate dismissal for just cause without notice or pay in lieu of notice.

Signed this Day of, 20.....

BICAS/BICAC PARTICIPANT ACKNOWLEDGEMENT

I acknowledge:

- *that I have read a copy of the BICAS Policy – AI (Artificial Intelligence).*
- *that I should comply with the Policy; and*
- *that there may be disciplinary consequences if I fail to comply.*

Your Name:

Please Print

Signed:

Date:
