

NMIT RESPONSIBLE ARTIFICIAL INTELLIGENCE (AI) USE POLICY

MOKAMOKA WHAKAAETANGA | APPROVAL DETAILS

Section	Executive		
Approval Date	24.02.2026	Sponsor	Director Digital, Finance and Risk
Next Review	01.01.2027	Approved by	SLT

NGĀ WHAKATIKATIKA | AMENDMENT HISTORY

Version	Effective Date	Created/ Reviewed by	Reason for review / comment
1	01.01.2026	Transition Lead	New

Mō wai me te whānuitanga | Audience and scope

This policy applies to:

- a) All employees of NMIT, including contracted staff and secondees providing services for NMIT; and those on fixed term contracts (may be collectively referred to as kaimahi in this policy); and
- b) All governors of NMIT including members and advisors of NMIT Council and governance committees or boards (collectively referred to as governors in this policy).

This policy applies to all NMIT kaimahi when using AI in development, teaching, research support processes, administration, learner engagement, or decision-making at NMIT. It covers both institution-approved AI tools and external AI services used for NMIT purposes. Research activities remain governed by the Research and Ethics Committee and Research and Ethics Code of Conduct.

This policy **does not** cover ākongā use of AI in learning or assessment, or any implications of ākongā use regarding academic integrity.

Te Pūtaki | Purpose

This policy sets out NMIT’s principles and expectations for the use, development, and management of Artificial Intelligence (AI) by staff across all campuses and operations. It aligns with NMIT’s strategy, our commitment to culturally grounded, ethical, transparent and responsible AI use, and compliance with relevant legislation and ethical frameworks in Aotearoa New Zealand.

Ngā Mātāpono | Principles

Accountability and Transparency

Clear lines of responsibility and oversight apply to all AI use by NMIT kaimahi. NMIT kaimahi are accountable for all decisions, documents, materials, content and outputs where AI tools have been used.

Staff will disclose when AI has contributed to documents and/or decisions impacting ākonga, research outcomes, or organisational operations and will remain responsible and accountable for the accuracy, legality and appropriateness of AI-assisted work at all times.

AI use will be disclosed:

- **Externally** if AI content is published in marketing, teaching materials, research outputs, or public-facing documents.
- **Internally** to line manager when AI significantly shapes a decision, analysis, or formal output.
- When used for any purpose other than minor language or formatting assistance, or when used to generate or explore initial ideas.

Human-Centred Values and Judgement

AI augments human judgement; it doesn't replace it. Decisions with significant impact on learners or staff remain subject to human oversight and reversal. The expertise of educators, researchers, and support staff remains essential and irreplaceable.

Quality and Integrity

All use or application of AI tools will maintain the quality and integrity of educational and operational outputs.

Ethical Practice

AI use must align with NMIT's professional, cultural, and institutional values, and comply with all relevant legislation and internal policies.

Cultural Integrity and Data Sovereignty

AI use must align with Te Tiriti o Waitangi and uphold kaupapa Māori and Pacific values. Staff will actively avoid perpetuating bias or erasure of indigenous and diverse identities.

AI use must:

- Uphold Te Tiriti o Waitangi obligations, kaupapa Māori, and Pacific values,
- Respect Māori Data Sovereignty principles, avoiding entry of Māori data into tools that do not meet these standards unless approved by appropriate kaitiaki (guardians),
- Recognise that most public AI tools are not trained in partnership with Māori and may contain scraped Māori data without consent — staff must exercise heightened caution.

Equity and Fairness

AI outputs and datasets are monitored for unfair bias or discrimination. Staff will engage with tools in ways that promote equity of outcomes for all ākonga.

Privacy and Data Security

All use of AI will comply with legislation and policies that protect NMIT information, privacy, data security, and information management. Sensitive, confidential or personal data will not be entered into AI systems unless explicitly authorised and risk-assessed.

Sustainability and Wellbeing

Environmental impact and learner/staff wellbeing are considered when evaluating and using AI tools. We will:

- consider the environmental impact of AI use and avoid high-energy AI tasks for low-value outcomes
- avoid AI use where it would significantly increase workload stress or reduce job satisfaction.

Bias Awareness

AI outputs must be critically evaluated for errors, bias, harmful stereotypes, or inappropriate content.

Kaupapa Here | Policy Statements

AI Register

NMIT will maintain a centralised AI register to catalogue, track and manage AI models and systems used within NMIT, including institution-approved AI tools and external tools.

The register serves as a central library, providing visibility into the NMIT AI landscape, providing guidance for kaimahi, enabling risk assessment and facilitating governance and transparency.

Kaimahi will consult the AI Register **before** any AI use and contribute to development of the AI Register through new requests, reviews and reporting.

Risk-based governance of AI tools and use

AI tools, systems and uses will be classified into Low, Medium or High risk categories, based on their potential to violate individual's rights by influencing decisions or interactions, or influencing learning or public perception, without users' awareness (see Appendix 1).

An AI Risk Assessment must be completed for all medium and high-risk cases.

An internal Responsible AI group will prioritise and be responsible for carrying out risk assessments for all situations classified as high risk.

Departmental managers will manage AI use that has been classified as Low or Medium risk against the AI Risk Guide and will carry out risk assessments as required.

The assessed risk of any AI tool must be reviewed at any point if:

- the vendor announces significant model or policy changes, or
- the tool's data storage or location practices change.

Approval and use of AI tools and datasets

All requests for new AI tools or datasets that do not appear on the AI Register will be submitted to an internal Responsible AI group for assessment and approval prior to use.

A Privacy Impact Assessment may be carried out for medium/high-risk tools and uses.

All kaimahi are responsible for reporting any concerns, bias incidents, or data breaches through existing NMIT reporting channels.

All use of Artificial Intelligence (AI) must be consistent with NMIT values and align with Algorithm Charter of Aotearoa New Zealand, Te Mana Raraunga Māori Data Sovereignty Principles, and Ako Aotearoa's guidance on culturally responsive teaching and learning.

Building Capability

NMIT will provide ongoing staff development to build AI literacy, cultural safety awareness, ethical practice, and safeguarding personal data and identity.

Training will reinforce the role of human expertise in interpreting, contextualising, and applying AI outputs responsibly.

Ngā Haepapa | Responsibilities

Role	Responsibilities
Responsible AI Group	Maintain the AI Register and consider new AI use cases Carry out risk assessment for AI use classified as High Risk; monitor risk management Report annually to the Senior Leadership Team (SLT).
All kaimahi	Use AI tools ethically Check all AI use against the AI Register and AI Risk Guide Request approval of any new AI use as per this policy Disclose AI involvement in outputs and decision-making Follow guidance; engage in training.

Ngā Tikanga | Definitions

Term	Definition
AI tool	Any software or system that generates, predicts, or automates content, decisions, or analysis using machine learning or similar methods (eg. ChatGPT, DALL·E, Google Translate, Grammarly).
AI output	Any text, image, audio, video, code, or analysis generated by an AI tool.
AI Risk Register	NMIT register that serves as a central library, providing visibility into the NMIT AI landscape, providing guidance for kaimahi, enabling risk assessment and facilitating governance and transparency. Used to catalogue, track and manage AI models and systems used within NMIT.
AI Risk Assessment	Assessment of the extent to which an AI tool, system or use has potential to violate individual's rights by influencing decisions or interactions, or influencing learning or public perception, without users' awareness. Allocation of a Low, Medium or High rating (see Appendix 1).
Dataset	Data entered into an AI tool by staff in the course of their work. This policy does not cover the vendor's proprietary training datasets, which staff cannot monitor.
Institute-approved AI tool	AI software or service that has been formally assessed and authorised for NMIT use by the Responsible AI group and /or appears on the NMIT AI Register.
Maori Data Sovereignty principles	Māori data sovereignty principles, guided by Te Mana Raraunga , centre on Rangatiratanga (self-determination), ensuring Māori control over their data, and Kaitiakitanga (guardianship), recognising data as a precious taonga to be protected and managed according to Māori protocols. Other key principles include Whanaungatanga (relationships) and Kotahitanga (collective benefit), advocating for ethical data use that builds capacity and benefits Māori communities. <i>(Source: Google AI Overview)</i>
Privacy Impact Assessment	A systematic process for identifying, evaluating, and mitigating privacy risks in artificial intelligence projects, including data, models, and outcomes. It acts as a specialised tool within a wider privacy program to ensure compliance, protect personal information, and address unique AI risks like bias, data leakage, and automated decision-making.
Risk category	The level of potential harm or impact from using a given AI tool or use case, determined by privacy, data sensitivity, and decision-making influence

Ngā Hononga ki Tuhinga kē | Links to other documents

NGĀ KAUPAPA-HERE E HANGAI ANA | RELATED POLICIES

NMIT Privacy Policy
NMIT Information and Records Management Policy
NMIT ICT Security Policy

NGĀ TUKANGA ME NGĀ HĀTEPE | RELATED PROCESSES, PROCEDURES

NMIT Research and Ethics Code of Conduct
NMIT Artificial Intelligence (AI) Procedure

TURE WHAI TAKE | RELEVANT LEGISLATION

[Bill of Rights Act 1990](#)
[Human Rights Act 1993](#)
[Privacy Act 2020](#)
[Public Records Act 2005](#)
[Public Service Act 2020](#)
[Copyright Act 1994](#)
[Official Information Act 1982](#)
[Algorithm Charter for Aotearoa New Zealand](#)
[Te Mana Raraunga Māori Data Sovereignty](#)

NGĀ TAPIRITANGA | APPENDICES

Appendix 1: AI Risk Guide

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Risk Level	Description	Examples of Use Cases	Tool Examples	Requirements
Low	Tools with minimal impact and no sensitive data	Grammar checking, generating ideas for non-sensitive content, generic text generation for marketing drafts	Grammarly, Canva, Magic Write	Use freely; validate outputs
Medium	Tools that may influence decisions or interactions, or influence learning or public perception, without users' awareness	Drafting teaching materials, lesson plans, and communications	ChatGPT, Claude, Google Translate	Disclosure required; validate outputs; AI Risk Assessment recommended
High	Tools affecting rights, access or wellbeing	Decision-making affecting learners or staff, processing sensitive data, eg. recruitment shortlisting, producing compliance-related materials	Predictive analytics tools, AI HR screening systems	AI Risk Assessment required before use; approval from line manager and IT Security

NB. The same tool may be low, medium or high risk depending on the use case.

All tools and use cases are to be recorded on the AI Register following risk assessment.

