



USE OF ARTIFICIAL INTELLIGENCE POLICY AND GUIDELINES

Te Kupenga is a leading provider of Catholic thought leadership, knowledge, and faith formation in Aotearoa New Zealand. It is the home of three national agencies: the Catholic Theological College, responsible for providing approved tertiary qualifications; the National Centre for Religious Studies, responsible for supporting religious education in Catholic schools; and the Nathaniel Centre for Bioethics, responsible for research and advocacy on bioethical issues. Te Kupenga acknowledges and actively supports the Church's commitment to tangata whenua and to Te Tiriti o Waitangi.

University of Notre Dame (UNDA) policies also apply. Where there is a conflict between this policy and the UNDA policies, the UNDA policies should be followed.

Purpose

Artificial Intelligence (AI) systems, including generative AI tools such as ChatGPT, Copilot, Gemini, Claude, Magisterium, and similar tools, can generate or transform text, images, audio, video, code, summaries, and other outputs. These tools can support teaching, learning, research, resource development, communication, administration, and governance. They can also produce errors, reflect bias, misrepresent sources, compromise privacy, and create ethical, cultural, academic, pastoral, and reputational risks.

This policy guides members of the Te Kupenga community in using AI confidently, ethically, critically, and in ways that support learning, formation, human dignity, and the mission of Te Kupenga. It is consistent with Pope Leo XIV's 2026 Encyclical Letter MAGNIFICA HUMANITAS on Safeguarding the Human Person in the Time of Artificial Intelligence.

This policy should be read alongside relevant Te Kupenga policies and procedures, including the Te Kupenga Academic Integrity Policy and Procedures and the New Zealand Catholic Bishops' Conference (NZCBC) Policy and Guidelines on the Use of Artificial Intelligence.

Scope

This policy applies to all Te Kupenga staff, board members, contractors, consultants, volunteers, students, learners, researchers, and anyone using AI while acting on behalf of Te Kupenga or participating in Te Kupenga programmes, services, research, resource development, or public communication.

Definitions

For the purposes of this policy:

Artificial Intelligence, or AI, refers to digital systems or tools that use data to make inferences, generate outputs, automate tasks, or produce content such as text, images, audio, video, code, predictions, summaries, classifications, or recommendations.

Generative AI refers to AI tools that create new content in response to prompts, including text, images, audio, video, presentations, code, summaries, scripts, learning resources, and other materials.

AI-assisted work refers to any work in which AI has contributed meaningfully to the process or final output.

Framework for AI Use: Te Kupenga will use a four-tier framework to clarify permitted AI use in tasks, assessments, research, resources, and organisational work:

- **AI-Empowered:** AI is encouraged or expected as part of the task, provided it is used responsibly and transparently.
- **AI-Enhanced:** AI may be used to support the process, but human thinking, judgement, and authorship remain central. AI use must be acknowledged where required.
- **AI-Assisted / Restricted:** AI use is permitted only for specified purposes, tools, users, or stages of the task.
- **AI-Prohibited:** AI use is not permitted because it would undermine the purpose, integrity, confidentiality, or safety of the task.

Specific applications of this framework will be set out in the relevant guidelines for research, teaching, learning, resource development, administration, and governance.

Principles

Te Kupenga's approach to AI is grounded in Catholic Social Teaching and in its commitment to Catholic education, research, formation, human dignity, the common good, Te Tiriti o Waitangi, and responsible service to the Church and wider society. All AI use at Te Kupenga must be guided by the following principles:

Human dignity

AI must be used in ways that uphold the dignity, agency, privacy, and wellbeing of every person. It must never be used to exploit, deceive, humiliate, harass, manipulate, or harm.

Human judgement and responsibility

AI may assist human work, but it must not replace human responsibility. Users remain responsible for any AI-assisted work they use, submit, publish, teach, communicate, or rely upon. AI cannot be blamed for errors.

Formation before efficiency

AI should support learning, teaching, research, resource development, administration, and service. It must not be used to bypass genuine learning, intellectual work, prayerful reflection, professional judgement, or ethical discernment.

Accuracy and verification

AI outputs must be treated critically. Users must verify factual claims, quotations, sources, theological statements, legal or ethical claims, and other substantive content against reliable sources before using or sharing them.

Transparency and disclosure

AI use must be disclosed where required by Te Kupenga, UNDA, funders, publishers, schools, partner organisations, assessment instructions, research ethics requirements, or where a reasonable person would expect disclosure.

Privacy, confidentiality, and information security

Personal, confidential, sensitive, unpublished, copyrighted, pastoral, student, staff, school, parish, health, employment, financial, institutional, or research information must not be entered into public or unapproved AI tools.

Academic and professional integrity

AI must not be used to misrepresent authorship, fabricate evidence, invent sources, avoid required learning, falsify research, or undermine academic, professional, pastoral, or institutional trust.

Catholic mission and theological integrity

AI-assisted material used or published by Te Kupenga must be consistent with Scripture, Tradition, Catholic Social Teaching, sound theology, and the mission and values of Te Kupenga.

Te Tiriti, cultural responsibility, and inclusion

AI use must respect Te Tiriti o Waitangi, te ao Māori, te reo Māori, mātauranga Māori, Māori data, Pacific communities, and the cultural context of Aotearoa New Zealand. Particular care is required where AI may reproduce bias, exclude indigenous or minority perspectives, or misrepresent communities.

Equity, access, and care for creation

AI implementation should not create unfair advantage or disadvantage among staff, students, learners, schools, agencies, or communities. Te Kupenga will also consider the environmental and sustainability impacts of AI use, especially where high-computation tools are involved.

Core Requirements

All members of the Te Kupenga community must:

- Use AI only in ways consistent with this policy, relevant guidelines, assessment instructions, research ethics requirements, contractual obligations, and applicable law.
- Retain human oversight over AI-assisted work.
- Review AI outputs before use, publication, distribution, submission, or reliance.

- Disclose AI use where required or reasonably expected.
- Protect privacy, confidentiality, intellectual property, and culturally significant knowledge.
- Refrain from using AI to generate or manipulate images, audio, video, text, or other media designed to harm, humiliate, deceive, exploit, harass, defame, impersonate, or misrepresent any person, group, community, or institution.

Te Kupenga staff must:

- Use Te Kupenga-approved AI tools for work involving institutional, personal, confidential, sensitive, copyrighted, research, student, staff, school, parish, or unpublished material. Free, public, or unapproved AI tools must not be used for such material unless specifically approved. Te Kupenga may provide access to approved paid AI tools where required for approved work.
- Report suspected privacy breaches, harmful AI outputs, academic integrity concerns, or serious misuse of AI through the appropriate Te Kupenga process.
- Not use AI tools to make final academic, pastoral, employment, financial, disciplinary, governance, research, bioethical, or strategic decisions without appropriate human review and responsibility.
- Not install, connect or enable new AI tools, browser extensions, add-ins or integrations on Te Kupenga devices, accounts or organisational systems without appropriate authorisation.

AI Steering Committee

Te Kupenga will have a Steering Committee to oversee AI implementation. Membership will include the Chief Executive, a Board representative, a student representative, and four staff members who have oversight responsibilities in research, teaching and learning, resource development and administration. The Steering Committee will meet at least four times per year to:

- Monitor implementation
- Approve new AI tools for use and give guidance as required
- Ensure AI-related risks are considered and respond to AI incidents
- Organise appropriate professional development and AI-literacy formation when relevant
- Review and recommend updates to this policy and guidelines

The approval of AI tools for use within Te Kupenga will be assessed with reference to:

- Compliance with the NZ Privacy Act
- Cultural safety and appropriateness
- Alignment with Catholic values
- Affordability and equitable access

Guidelines

More detailed guidelines are attached to this policy for the use of AI in the following areas:

- Research
- Teaching
- Learning

Approval and Review

This policy is to be reviewed annually, or more frequently if required. The AI Steering Committee should be consulted as part of the review process, before final approval by the Te Kupenga Governance Board.

Policy approved: October 2026

Next review due: October 2027