




AI (Artificial Intelligence) POLICY

Purpose:	The purpose of this Policy is to outline the guidelines for safe, secure, and responsible use of Generative AI tools (GenAI) in the College community, ensuring academic integrity and supporting professional growth, while considering ethical and privacy concerns.		
Scope:	This Policy is to be adhered to by all stakeholders which include all staff, directors, managers, workers, parents, students, volunteers, contractors, suppliers, and visitors at the College.		
References and Legislation:	<ul style="list-style-type: none">• <i>Privacy Act 1988</i>		
Ormiston College Related Documents	<ul style="list-style-type: none">• Acceptable Use of ICT Services Policy• Assessment Policy• Privacy Policy		
Policy Owner:	Ormiston College Limited	Version:	V030425
Status:	APPROVED	Supersedes Version:	V130924
Authorised By:	MICHAEL HORNBY	To Be Reviewed:	Every 6 months
Date of Authorisation:	10/04/2025	Next Review Date:	October 2025
Signature:			

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POLICY STATEMENT

Ormiston College is committed to using Generative AI tools (GenAI) in an ethical, transparent, and responsible manner. The College acknowledges that GenAI has the potential to significantly enhance learning and teaching, but the College also recognises the importance of protecting privacy and ensuring that the use of GenAI is consistent with ethical considerations.

The use of GenAI aligns with the College's mission statement – to develop problem solving, decision making, critical and creative thinking skills to enable students to participate as confident and contributing members of society, capable of meeting the demands of a technologically advanced and rapidly changing world.

GenAI has the potential to support personalised learning and help teachers identify areas where students need extra support. The use of GenAI can enhance teaching and learning in a variety of ways; however, it is important that all users of GenAI adhere to the following guidelines.

RESPONSIBILITY

The use of GenAI must be in accordance with the guidelines and policies of the College and the creators of the technology. GenAI should only be used for educational purposes such as resource creation, feedback and evaluation, idea generation and brainstorming, referencing and citation advice, and locating sources. Using AI-generated content verbatim without proper citation or presenting AI-generated work as your own is considered plagiarism. Using GenAI to complete tasks that are beyond your understanding and presenting the results as your own is unethical. Using GenAI to create assignments, essays, or projects without any personal input or understanding undermines the learning process and is considered academic misconduct.

Students are encouraged to seek assistance from teachers and other academic support resources if they have any questions or concerns about using GenAI or academic integrity.

- **Fair and Proper Use:** GenAI is not a replacement for effort or original work. GenAI may be used as directed by a teacher in any learning activity and must be used in accordance with the level of AI use permitted in a given assessment item.
 - Teachers will investigate any suspected misuse or inappropriate application of GenAI. If a teacher suspects that a student's submission is not their own work, they may require the student to validate their knowledge and understanding through another method, such as an in-class assessment.
- **Accuracy of Information:** Users of GenAI must verify the accuracy of information obtained and must not rely solely on its output. Generative AI tools can produce unreliable and/or biased information, therefore any content produced requires judgement to check appropriateness and accuracy.
- **Acknowledging Use of AI:** Acknowledgement of the use of GenAI and proper citation of any sources used is expected.
 - If the text (or any other product) produced by an AI tool is used – be that by copying or paraphrasing that text or modifying an image – the user must clearly reference the AI tool in the body of their work and add it to the bibliography.

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- The in-text citation should contain quotation marks using the referencing style already in use by the College and the citation should also contain the prompt given to the AI tool and the date the AI generated the text.

Prior to use or public endorsement, all AI tools must be submitted to the Manager – ICT Services for review and approval.

SAFETY AND SECURITY

All users of GenAI need to be aware that in most cases these same technologies store and can learn from data input. To ensure privacy of individuals, personal and sensitive data must not be entered into GenAI. Any data entered should not be identifiable and should be considered released to the internet.

- **Respect for Privacy:** Users must respect the privacy of individuals and organisations. GenAI must not be used to collect or use personal or sensitive information without the explicit consent of the individuals concerned. Users should substitute generic names in place of actual names in a process to de-identify personal details before submitting this to the AI tool. Personal or sensitive information is defined in the College's Privacy Policy. For example, a student must not upload an image of another student when using GenAI. Additionally, teachers must de-identify samples of student work.
- **Registration for GenAI:** As for any other platforms, apps or services, users must be aware of any age restrictions or other limitations on their appropriate use. For example, teachers are not to encourage students to register themselves for platforms, apps or services that contravene terms and conditions of the platform, or other policies of the College.
- **Ethical Considerations:** Users must consider the ethical implications of GenAI use and avoid any actions that could cause harm to themselves, other individuals, or organisations.

EDUCATION

The College is committed to providing ongoing training for both staff and students to ensure they understand how to critically and responsibly use GenAI in academic work. This training will promote ethical academic conduct and provide clear expectations related to academic integrity.

CONSEQUENCES FOR BREACHING THIS POLICY

Violation of this Policy may result in actions as determined in accordance with the College's Assessment Policy, Acceptable Use of ICT Services Policy, or other relevant policies. For example, plagiarism, including the submission of work that is not original, will be considered academic misconduct and will result in appropriate consequences as outlined in the Assessment Policy.

ONGOING REVIEW

This Policy will be reviewed and updated on a regular basis to reflect changing technology and best practices.

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