



Avonside Girls' High School | Te Kura Kohine o Ōtākaro Policy: Artificial Intelligence (AI) Technologies Use

I. PURPOSE

The purpose is to establish guidelines for the ethical, secure, and responsible use of Artificial Intelligence (AI) technologies in our kura. It is designed to provide a framework for the appropriate use of AI technologies while ensuring that kaimahi and ākonga privacy, security, and ethical considerations are considered. Guidelines for kaimahi and for ākonga are presented in separate documents and this policy underpins those.

II. SCOPE

Explanation of the scope of the policy document:

This policy document applies to all members of our kura community, including ākonga, kaiako, other kaimahi, and other stakeholders* who may use AI technologies in the school environment. It particularly covers generative AI technologies, such as Large Language Models.

**Other stakeholders who are involved in the implementation of this policy include: kura leadership, administrative and support staff and any external people engaged by the school. Whānau and caregivers are involved in supporting ethical use by their rangatahi.*

III. POLICY STATEMENT

1. Statement of our kura commitment to ethical use of AI:

Our kura is committed to using AI technologies in an ethical, transparent, and responsible manner. We acknowledge that AI technologies have the potential to significantly enhance ākonga learning and engagement and kaimahi tasks and activities, but we also recognise the importance of protecting ākonga and kaimahi privacy and ensuring that the use of these technologies is consistent with ethical considerations.

2. Explanation of the importance of AI technologies to the kura mission:

The use of AI technologies in our school aligns with our vision of a community where ākonga are empowered and nurtured to thrive. AI technologies have the potential to support personalised learning and help teachers identify areas where students need extra support. They can also support research and writing activities and provide opportunities for students to develop skills related to critical thinking, problem-solving, and critical and digital literacy.

IV. RESPONSIBILITIES

1. The following individuals and groups are responsible for the implementation and maintenance of this policy:

- School leadership: responsible for providing resources, guidance, and support for the implementation of the policy.
- Teachers: responsible for implementing the policy in their classrooms, including providing instruction on the ethical and responsible use of AI technologies. Responsible also for ensuring that AI technologies are used in compliance with the policy, including data privacy and security policies in the course of their tasks and activities.
- Administrative staff: responsible for ensuring that AI technologies are used in compliance with the policy, including data privacy and security policies in the course of their tasks and activities.
- Students: responsible for using AI technologies in an ethical and responsible manner, as outlined in this policy and supporting guidelines.
- Whānau/caregivers: responsible for supporting their rangatahi to use AI technologies appropriately and ethically in compliance with this policy and supporting guidelines.

V. ETHICAL CONSIDERATIONS, TRANSPARENCY AND ACCOUNTABILITY

1. Use of AI in any form for part or all of a task must be acknowledged, as well as the specific tool with honesty and transparency by staff and students. Use of transcripts and appendices of interaction with or inputs and outputs into GAI models will be encouraged with submission of student work. Any use of GAI by teachers is to be disclosed and use in reporting or communications with whānau is to be disclosed.
2. Use of the scale by staff in task instructions for clarity of appropriate level of use by students.
3. The limitations and potential biases of AI technologies are acknowledged as is the potential for discriminatory output. AGHS will educate staff, students and whānau about these to assist with risk mitigation. Apps and services will be vetted and included if approved in the register of approved apps for use by staff and students.

VI. DATA PRIVACY AND SECURITY

Personal data will be discussed with staff and students, and the risks associated with entering it into AI tools. Our Privacy statement includes the use of AI and no personal or identifying information is to be entered into AI technologies for the purposes of creating learning and teaching resources or student work. Through explicit teaching and continued professional development AGHS will do all it can to ensure personal data is kept secure, and staff and student privacy are protected.

Policies and procedures are in place to address issues related to data privacy and security.

VII. ACCESS AND EQUITY

To ensure equity within the school, the types of AI technologies provided to students will be freely available and/or purchased for every student who has permission and staff member. Equitable access off site will continue to be a focus for our students and families and addressed through communication channels and providing access to government programmes such as those providing free internet, as well as processes to provide take home devices.

VIII. ACCEPTABLE USE

Guidelines, including what constitutes acceptable use, will be provided to staff and students. Staff are expected to model ethical and responsible use as leaders in learning and teaching and provide written guidance to students on acceptable use of AI technologies for every assessment. The AGHS AI Guidance Scale is expected to be utilised.

Limitations of AI technologies will be addressed with staff and students and explicit teaching of these will occur. The guidelines will include information on these such as the different capacities and potential for biases and fabrication of responses or sources. Guidance provided to staff and students will include the use of multiple sources to verify the credibility and reliability of AI-generated information

IX. ACADEMIC INTEGRITY

Academic integrity includes principles of trust, fairness and honesty. It guarantees that educational outcomes reflect genuine understanding and creates a respectful environment and ethical professionalism.

Transparency and authenticity: staff and students are expected to commit to being open about all sources and contributions. AI technologies use must be referenced e.g. APA style, additions of transcripts.

Potential breaches include plagiarism, outsourcing, misrepresentation and collusion. Policies involving assessment and procedures covered in the Assessment Handbook for Staff are in place to address suspected breaches of academic integrity and will include the use of AI technologies.

X. ASSESSMENT PROCESSES

Teaching and assessment will be adapted to, where appropriate, incorporate AI technologies and the capabilities of these will be considered when designing assessment tasks. Assessment practices will need to change in some cases to account for AI technologies as that cannot be reliably detected.

Assessments at our kura are a mix of formative and summative, practical and theory, individual and group. We use an AI Guidance Scale to provide a framework for making clear the appropriate use of AI technologies in any given assessment task.

XI. COMMUNITY INFORMATION AND CONSULTATION

Opportunities will be provided for staff and students to provide feedback and ask questions about the use of AI technologies through forums such as classes, staff meetings and professional development.

Parents and other members of the school community will be informed through school events, newsletters, meetings, and can feedback through the established communication channels. Stakeholder feedback be used to inform ongoing evaluation and improvement of AI use in the school environment through the creation of staff and student AI groups. A central task of these groups is to monitor, trial and evaluate the use of AI technologies to keep the approved list up to date.

XIII. POLICY REVIEW

This policy will be evaluated as a part of the school's cycle of policy review to ensure its ongoing relevance and ensuring that it continuously promotes the principles of academic integrity.

The staff and student guidelines will be amended as necessary.