Policy: Artificial Intelligence

Policy Statement

This policy outlines the safe and responsible use of Artificial Intelligence ("AI") tools by staff and students at Jireh Christian School ("School"). We believe AI can be a valuable tool for teaching and learning, but it is important to use it in a way that is safe, ethical, and respects our school values.

This policy aims to:
1. Ensure safe and responsible use of AI tools by staff and students;
2. Protect student and staff privacy;
3. Foster academic integrity; and
4. Adhere to legal requirements.

Procedural Guidelines

1 The safety and well-being of students is our top priority. All use of AI tools must be in a safe and supervised environment.
2 Students and staff should be open about when and how AI tools are being used.
3 The personal information of students and staff is to be protected at all times when using approved AI tools, including as follows:
   3.1 Staff and students are not to put any personally identifiable information relating to themselves, students or staff into AI.
   3.2 Staff must protect student data and adhere to the School's Privacy Policy when using AI tools.
4 Staff should be aware of the data collection and usage policies of any AI tool they use with students.
5 AI tools are to be used to support learning, not to replace higher order critical thinking, original thought and work.
6 AI tools can sometimes produce biased or inaccurate information. Teachers should educate students to think critically about the results, fact-checking information against a reliable source or sources.
7 Students and staff are responsible for using AI tools in a way that is respectful, ethical, and follows school rules and legal requirements. They must not use AI to create content that is harmful or offensive.
8 Staff must ensure that the AI tools used are age-appropriate for students.
9 Students may only use AI tools that have been approved by their teacher or the School.
10 Staff and students are required to sign a School Cyber Safety Contract before using a device at school.
11 Safe AI use will be taught as part of the cyber safety curriculum found in the School's Digital Technology curriculum.
12 Learning how to successfully use AI will be part of the School's Digital Technology curriculum in the digital fluency strand where appropriate.
13 Teachers should carefully consider how AI tools might affect student assessment and take steps to ensure academic integrity.
14 Teachers may use AI tools to support assessment (e.g. for generating feedback) but the final evaluation of student work must be done by the teacher.

In the Classroom

1. Teachers will provide clear instructions on when and how AI tools can be used for specific learning activities.
2. Students must always ask their teacher for permission before using an AI tool.
3. When AI tools are being used, they are to be used under the supervision of a teacher or staff member.
4. When AI is used, it needs to be clearly referenced, including the percentage or extent to which AI has been used.
5. Students are to fact-check information generated by AI before using it in their work.

6. The use of spell and grammar check, predictive text and autocorrect is allowed unless specified otherwise by the teacher for specific tasks.
7. Where AI tools are being used, teachers are to evaluate AI tools for age-appropriateness, safety, and alignment with curriculum goals before introducing them to students.
8. Teachers are to design learning activities that promote original thought and creativity. If AI tools are used, they need to be a support rather than a replacement for student work.
9. Create a school wide charter outlining clear expectations for students on the safe and responsible use of generative AI tools in the programme.
10. The following are examples of permitted use of AI by a student:
    10.1 Using an AI tool to help present one's brainstorm ideas;
    10.2 Using an AI tool to check the spelling and grammar in a piece of writing;
    10.3 Using an AI tool to research a topic for a school project (with teacher guidance); and
    10.4 Using an AI tool to create an image for a school presentation, with acknowledgement.

Legislative Compliance:
Education & Training Act 2020
Privacy Act 2020
Protected Disclosures Act 2000

Review schedule: Annually

ADOPTED BY BOARD	
Date	Presiding Member

Reviewed Date   Presiding Member