



Outcome statement

To assist with the cultivation of a safe, inclusive and innovative learning environment where students and staff harness the power of Artificial Intelligence (AI) to enhance educational experiences in a responsible way to empower our students to develop critical thinking, creativity and the digital literacy skills essential for success in the future.

Scoping

All staff members (including contractors and volunteers) are expected to be familiar with this policy, and the policy's associated procedures and protocols and abide by them.

The fast pace of change in this area is acknowledged and any guidance and information provided by the Ministry of Education may mean this policy will have to be amended or expanded from time to time.

For the purposes of this policy, AI refers to the simulation of human intelligence processes by machines (in particular computer systems) and encompasses a range of technologies and applications that enable these machines to complete tasks that typically require human intelligence such as understanding natural language, recognising patterns and making decisions.

Guidelines

1. Authorised Use:

- Teachers and staff are only authorized to use Copilot through their school Microsoft login. The use of other platforms such as Chat GPT is not authorised at this time.
- The use of any other platform will be reviewed in conjunction with this policy, with discussion with the eLearning Leader.
- Teachers and staff are authorised to use Copilot for the following purposes:
 - Drafting policies, guidelines, and other documents.
 - Enhancing creativity and efficiency in lesson planning.
 - Developing teaching materials and resources.
- Copilot should not be used to generate student reports.
- Teachers may use Copilot to generate assessments, but they must check them to ensure they meet requirements.

2. Student Data:

- Teachers are prohibited from using Copilot to write student reports.
- No student data or information is to be uploaded into Microsoft Copilot.
- Reports on student performance should reflect the teacher's independent judgement and assessment.

3. Privacy and Confidentiality:

- Teachers and staff should be cautious when using Copilot to avoid inadvertently sharing sensitive or confidential information.
- Avoid using student-specific data or personally identifiable information (PII) in Copilot generated content.

4. Learning and Teaching:

- Encourage teachers to explore and learn about AI technologies, including Copilot, through professional development opportunities.
- Teachers may use Copilot to write and create unit plans and assessments. These unit plans should be used as a general template and edited to reflect the curriculum and assessment objectives.
- Teachers may use Copilot as a classroom resource, these resources must be checked before used with a class.
- All AI sources should be cited in the applicable unit plans.

Source: Conversation with Copilot, 20/07/2024

- [How To Write an AI Policy for Schools: Examples and Resources](#)
- [Drafting a GenAI Academic Policy at your School — AI for Education](#)
- [Generative AI and K-12 Education: An MIT Perspective](#)
- [Developing Policy and Protocols for the use of Generative AI in K-12 ...](#)
- [ChatGPT and Beyond: How to Handle AI in Schools | Common Sense Education](#)

Implementation

- The school E-learning Lead will provide training sessions on Copilot usage and this policy.
- Teachers and staff are encouraged to seek clarification or report any concerns related to AI use.

Delegation

Although ultimate accountability sits with the board, the board delegates responsibility to the principal to ensure that this policy and related procedures are implemented and available to all staff, contractors, volunteers and parents.

Expectations and Limitations

- The principal must ensure that any use of AI by staff and students is:
 - Ethical: fostering a sense of responsibility and respect for privacy and data protection in their interactions with technology.
 - Equitable: all students have equal access to AI resources and tools when appropriate promoting inclusivity and diversity in learning opportunities.
 - Enhancing learning outcomes: AI tools are used to enhance learning when appropriate but will not replace critical and independent thinking and efforts of the individual.

- Continuous Professional Development: Staff will receive ongoing training on AI technologies and pedagogy as appropriate to effectively integrate these tools into their teaching practice as and when required

Procedures/Supporting Documentation


Although policy is to be read in conjunction with the boards:

- Curriculum policy
- Copyright policy

Monitoring

- Instances, matters or risks in relation to this policy shall form part of the principal's report as necessary
- The School Board will seek the advice of the school eLearning Lead before review of this policy

Reviewed: April 2025	Next Reviewed: April 2026
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Signed (Presiding Member): 	Date of Board Meeting reviewed and accepted: Wednesday 30 April 2025
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