Artificial Intelligence Policy

1 Rationale

1.1 Pymble Ladies' College (the College) recognises that its students and staff need to be active, responsible, and engaged as digital citizens, which may involve the use of Generative Artificial Intelligence (AI) technology. This Policy encourages students and staff to embrace AI technology in a manner that is safe, responsible, and respectful, cultivating ethical practices and using AI technology securely and confidently.

2 Scope

2.1 This Policy applies to students and staff who use AI technology whilst undertaking any College related activity.

3 Definitions

In the context of this document:

3.1 **Generative Artificial Intelligence (AI)** is a type of artificial intelligence that can generate new content such as text, images, audio and video that resembles what humans can produce.

4 Policy

4.1 Privacy, Security and Safety

4.1.1 Compliance with the *Privacy Policy* and *Data Breach Response Procedure* is required to ensure that students and staff using AI have their privacy and data protected.

4.1.2 Students and staff must take appropriate care when entering information into generative AI tools to avoid compromising an individual's data privacy. Students and staff are reminded not to share personal or sensitive information with public AI tools.

4.1.3 Any proposed use of a new or unknown AI tool should only be used with permission from the Principal or her delegate, or the Director of Innovative Learning Technologies. To protect against cybersecurity risk the proposed use of the AI tool must be justified in consultation with the Director of Innovative Learning Technologies or as recommended by the IT (Information Technology) team.

4.2 Reliance and Accuracy

4.2.1 The College expects that staff retain control of decision making and remain accountable for decisions that are supported using generative AI tools.

4.2.2 AI tools will be tested by the IT team before they are used and should be reliably operated in accordance with their intended purpose.

4.2.3 The College will provide students and staff with information and guidance about AI, including instructions on how AI tools work and the potential limitations and biases.

4.2.4 Students and staff are responsible for the ownership of the accuracy of the content when using AI technology.

4.3 Using AI with Integrity

4.3.1 Students are supported to use AI tools ethically in their schoolwork, recognising the importance of academic integrity by properly citing any AI tools used in their work. Students' use of AI in the classroom or in assessment remains under the guidance and direction of the teacher.

4.3.2 Students who are found to have used AI tools in learning or assessments in a way it is not permitted, or to plagiarise work, will be managed in accordance with the Student Assessment Booklet.

4.3.3 AI tools should be used in line with the terms of service for that particular AI tool. This may include seeking parental permission prior to students engaging with the tool.

4.3.4 The College maintains its commitment to transparency and accountability in its interaction with AI, especially in the context of teaching, learning and operations.

4.4 Maintaining Intellectual Property

4.4.1 When generating new works, the College and staff should be aware of the terms and conditions of the AI tool which will help them determine how copyright in the output is assigned. Reference should be made to https://smartcopying.edu.au/using-generative-ai-platforms-in-schools/ for guidance.

4.5 Compliance with the *Copyright Guideline* and *Technology Code of Use – Staff* is required.

4.5.1 When distributing information to AI over the College technology service or to third parties outside the College, students and staff must ensure they, and the College, have the right to do so and that they are not violating the intellectual property rights of any third party.

4.5.2 AI tools must be used in ways that respect the cultural rights of various groups including Indigenous Cultural and Intellectual Property (ICIP) rights.

4.6 Wellbeing

4.6.1 AI tools should be used in ways that do not harm the wellbeing and safety of any member of the College community, ensuring that human and worker rights are respected, including individual autonomy and dignity.

4.5.2 Compliance with the *Staff Code of Behaviour, Student Code of Behaviour, Social Media Policy and Procedure, Anti-Bullying (Students) Policy and Procedure and Anti-Discrimination, Anti-Harassment and Anti-Bullying Policy* is required.

5 Non-Compliance

5.1 Non-compliance with this Policy may result in disciplinary action, which may include termination of employment, enrolment or engagement.

5.2 This Policy is not intended to extend the responsibilities of the College beyond the law.

5.3 The College reserves the right to change or modify this Policy at any time by notice on the College portal.

6 Related Documents

6.1 Anti-Bullying (Students) Policy and Procedure

6.2 Anti-Discrimination, Anti-Harassment and Anti-Bullying Policy

6.3 Copyright Guideline

6.4 Cyber Security Policy

6.5 Data Breach Response Procedure

6.6 Privacy Policy

6.7 Social Media Policy & Procedure

6.8 Staff Code of Behaviour

6.9 Student Code of Behaviour

6.10 Technology Code of Use – Staff

6.11 Technology Policy

6.12 Australian Framework for Generative AI in Schools

6.13 https://smartcopying.edu.au/using-generative-ai-platforms-in-schools/

7 Responsible for Authorisation

7.1 Principal

Written by	Director of Innovative Learning Technologies
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