AI USE POLICY

Recent review date:	26/3/26
Review cycle:	Every 3 years
Approved by:	Principal

1. BACKGROUND

Shepparton Christian College acknowledges the rapid rise of Artificial Intelligence (AI) and the impacts it has in the Education field. These technologies offer powerful tools that provide unique challenges and opportunities for students, staff, and the wider school community.

As a Christ-centred College, we are committed to ensuring that AI is used in a manner that reflects our core values.

2. PURPOSE

This policy aims to provide guidelines for the appropriate use of Artificial Intelligence at Shepparton Christian College, supporting the enhancement of educational outcomes while safeguarding the integrity of teaching and learning.

3. SCOPE

This policy applies to all students, teachers, and staff members at Shepparton Christian College.

4. DEFINITIONS

Generative AI

"Generative AI can generate new content such as text, images, audio, and video that resembles what humans can produce. It is effective at recognising patterns (in video, audio, text or images) and emulating them when tasked with producing something."
(Source: https://www.education.gov.au/schooling/resources/australian-framework-generative-artificial-intelligence-ai-schools)

Throughout this document, the terms "generative AI" and "AI" are used interchangeably.

5. POLICY STATEMENTS

AI in Education

Artificial Intelligence can be a powerful tool to enhance education by:

- providing personalised learning experiences

- assisting with administrative tasks to allow more time for teaching
- offering immediate feedback to students
- supporting differentiated instruction tailored to individual student needs

It is acknowledged that generative AI can also be used by students to create work/assessments that are in breach of academic integrity values.

Boundaries in AI Use

To help teachers determine appropriate uses of AI, here are some boundaries:

- **Permitted Uses (green light)**
  - AI tools for helping develop and gain ideas in creating personalised learning plans.
  - AI-powered educational games and apps can be used to enhance student learning.
  - AI for administrative purposes, such as proofreading communications and drafting planning.
  - AI to assist with language translation for non-native speakers.
- **Conditional Uses (orange light – under teacher direction)**
  - AI tools for generating study materials to help students prepare for assessments and exams.
  - AI-assisted research tools, with teacher oversight to ensure the accuracy and relevance of information.
  - AI to provide formative feedback on learning tasks that are not key assessments, with an understanding that this feedback may not reflect teacher expectations.
- **Prohibited Uses (red light)**
  - AI tools for completing part or all components of assignments or exams on behalf of students. Exceptions are only granted by the principal when teachers have given explicit, documented directions and instructions on how to use AI for a specific assessment task/purpose.
  - AI that replaces core teaching and learning activities.
  - Any AI use that undermines academic integrity or promotes cheating.

6. PRINCIPLES & PROCEDURES

Educational Enhancement

- AI should be used to supplement and enhance traditional teaching methods, not replace them.
- Teachers are encouraged to explore AI tools that provide educational benefits while ensuring that their use aligns with the school's values and educational goals.

Assessment Integrity

- All assessments should reflect the true capabilities and understanding of the student. The use of AI in completing assessments or exams is strictly prohibited. Exceptions are only

granted by the principal when teachers have given explicit, documented directions and instructions on how to use AI for a specific assessment task/purpose.

- Teachers must monitor and manage the use of AI to prevent academic dishonesty.
- Where AI is used in preparing for assessments, students must outline how it has been used to prepare for such assessments.

Monitoring & Management

- Teachers are responsible for supervising the use of AI in their classrooms.
- Regular training will be provided to staff to stay updated on best practices and emerging AI technologies.
- Any misuse of AI tools by students will be addressed in accordance with the school's *Discipline* and *Academic Integrity* policies.

Privacy & Security

- The use of AI tools must comply with privacy and data protection regulations.
- Teachers and staff must ensure that any AI tools used are secure and protect the personal information of students and staff.

7. CONCLUSION

By integrating AI thoughtfully and responsibly, Shepparton Christian College aims to enhance educational experiences while upholding the highest standards of academic integrity and Christian values.