AI Policy/Guidelines
2023-2026

Purpose

Hampton Park Secondary College recognises Artificial Intelligence (AI) as an important emerging technology with the potential to enhance student learning outcomes and empower educators. This policy provides guidance to integrate AI responsibly, safely and effectively while upholding educational values. Our vision is to thoughtfully harness the power of AI to augment human capabilities and prepare students for the future.

Note that this policy aims to provide guidance rather than impose rigid restrictions.

Scope

This policy applies to students in all year levels and staff responsible for creating curriculum and assessments.

Student Policy

AI can be an invaluable tool for enhancing research, learning, and collaboration when used responsibly. Students are encouraged to:

- Use AI wisely to supplement critical thinking, creativity and academic integrity.

- Reference any AI-sourced information appropriately.

- Exercise discretion when using AI platforms, being mindful of data privacy and protection.

- Employ AI in an ethical manner that promotes respect, compassion and learning.

Staff Policy
Principal Team

- Approve and oversee implementation of the AI policy across the school.

- Ensure adequate resources for ongoing staff training on AI innovations and ethical integration.

- Guide procurement of secure, privacy-focused AI tools after risk-benefit analysis.

Leadership Team

- Develop protocols for consistent ethical AI use aligned with educational principles.

- Create professional learning opportunities to build staff capabilities regarding AI best practices.

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- Perform policy compliance audits and reviews to identify areas for improvement.
- Carefully evaluate AI tools and content recommendations for accuracy, relevance, and bias before adoption.

Domain Leaders
- Customise AI integration for optimal effectiveness within domain curriculum and activities.
- Support teachers in thoughtful classroom AI incorporation and oversight.
- Ensure AI projects undergo appropriate ethical reviews and alignment with learning objectives.
- Carefully evaluate AI tools and content recommendations for accuracy, relevance, and bias before adoption.

Teachers
- Participate in AI-related professional development.
- Educate students on using AI responsibly.
- Carefully evaluate AI tools and content recommendations for accuracy, relevance, and bias before adoption.
- Inform students and parents about classroom AI use and data practices.

Detailed Guidelines for Staff

IMPORTANT: AI detection software is NOT to be used to check for plagiarism. This will be reviewed once the technology has improved in accuracy and the chance of false-positives are significantly reduced. Until this occurs, teacher are encouraged to conference regularly with students to check for understanding and authenticate work.

CAT/SAC/SAT Review: Evaluate all AI-generated content for accuracy, relevance, and potential bias. Maintain engagement with students' work through personalised feedback and discussions.

Curriculum Alignment: Ensure any AI tutors or educational tools align with curriculum standards and our ethical principles. Review content regularly.

Student Evaluation: Use AI tools (such as rubrics) thoughtfully in student evaluation. Ensure assessments scored/ marked by AI are reviewed for accuracy and fairness. Use AI-generated insights alongside traditional assessment.

Training and Updates: Stay up-to-date on AI innovations and best practices through regular training conferences and online forums. Share knowledge and resources with other staff.

Lesson Planning: AI can assist in generating lesson plans and learning activities, but teachers should customise plans to suit their specific students' needs and curriculum goals.

Classroom Integration: Thoughtfully integrate AI into classroom activities focused on critical thinking, creativity, and technology ethics. Guide students to use AI effectively and ethically.

Data Privacy: Only use enterprise-grade AI tools that protect student data privacy and security. Anonymise any data shared with AI platforms.

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Transparency: Be transparent with students about the use of AI technologies, explaining how it works and potential limitations. Encourage an open dialogue.

Classroom Usage

Research: AI can help students find relevant sources and background information to deepen understanding. Ensure students think critically about the information.

Writing and Feedback: Students can use AI to strengthen their writing but should maintain creative ownership (see Guidance for Students on Levels of AI Assistance section for further information). AI feedback should be reviewed for personalisation.

Chatbots: Can provide resources but should be monitored for incorrect information.

AI Tutors: Should supplement instruction. Review content aligns with curriculum.

AI Content Creation: Review for relevance, accuracy and appropriateness.

Testing and Assessment: Review AI grading and feedback for fairness and accuracy.

Simulations: AI can create immersive simulated environments for subjects like history and science. Ensure accuracy and educational value.

Creativity Tools: Encourage responsible and ethical use of AI creativity tools. Guide appropriate citation.

Image/Text Generation: Caution students about potential copyright issues with AI-generated content.

Ethics: Incorporate lessons focused on AI ethics, safety, and responsible innovation.

Grading/Feedback: Carefully review any AI-generated grading or feedback on student work for relevance and accuracy. AI should not fully replace teacher assessment.

Guidance for Students on AI Assistance

Teachers will guide students on the appropriate level of AI assistance permissible for each task and may request to see the specific prompts and parameters used.

Low AI Assistance: Checking spelling/grammar ("proofread this paragraph"), defining words ("define photosynthesis"), converting units ("convert 5 miles to km")

Medium AI Assistance: Paraphrasing sentences ("rephrase this sentence simply"), summarising paragraphs ("summarise this short article"), identifying sources ("find reliable climate change sources")

High AI Assistance: Developing essay outlines ("provide 3 supporting points for this task"), generating text ("write a 200-word intro paragraph about endangered species")

Innovative Usage: Propose innovative AI uses for approval on a case-by-case basis.

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Plagiarism: Passing off AI-generated content without proper attribution is prohibited. If an AI tool is used by a student, it must be referenced using the school protocols. Refer to the Hampton Park Secondary College Plagiarism Policy for guidance.

Implementation

All school members are expected to comply with this policy. Breaches of this policy will be evaluated on a case-by-case basis.
Report any concerns about misuse immediately.

Implementation

Policy Last Reviewed	November 2023
Approved by	Principal
Next Reviewal Date	November 2026

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