

Artificial Intelligence Policy



Help for Non-English Speakers

If you need help to understand the information in this policy, please contact the General Office on 03 9571 7838.

PURPOSE

This policy outlines the appropriate, ethical and safe use of Artificial Intelligence (AI) at Glen Eira College. It supports teaching and learning while ensuring alignment with **VCAA authentication requirements**, student safety, and the College values of **Care and Respect**.

AI is recognised as a tool that can enhance learning when used appropriately; however, it must not compromise **student authorship, academic integrity or fairness**.

PRINCIPLES FOR AI USE

AI use at Glen Eira College is guided by the following principles (drawn from the Australian Framework for Generative Artificial Intelligence (AI) in Schools):

- **Teaching & Learning** - AI supports, but does not replace, student thinking
- **Human and Social Wellbeing** - AI should protect wellbeing, respect rights, and promote diverse perspectives.
- **Transparency** - AI use must be acknowledged where appropriate
- **Fairness** - AI must not provide an unfair advantage
- **Accountability** - students remain responsible for all submitted work
- **Privacy, Security and Safety** - personal information must not be shared with AI tools
- **Sustainability** – awareness of the AI’ impact on the environment

ETHICAL CONSIDERATIONS

Students and staff must consider:

- **Accuracy** – AI outputs may be incorrect or biased
- **Bias** – AI may reflect societal or cultural bias
- **Originality** – over-reliance reduces critical thinking
- **Privacy** – avoid entering personal or identifying information
- **Intellectual property** – acknowledge sources and avoid plagiarism

DIGITAL SAFETY AND PRIVACY

- Students must not upload **personal, confidential or school-sensitive information**
- Only approved or appropriate platforms should be used
- Staff must ensure AI tools comply with **Department privacy expectations**

AI USAGE GUIDELINES

Recent research suggests that overreliance on AI may impact the developing cognitive skills in adolescents. Inappropriate use of AI can reduce opportunities for students to engage in independent thinking, problem solving, and critical thinking by encouraging overdependence. The use of artificial intelligence is not banned by the DE; however clear guidelines should govern student and staff practices.

While students and teachers should consider alternatives to the use of AI, any use AI as part of a learning activity must be conducted in accordance with the limitations and restrictions set by the teacher. Teachers are required to utilise prompts or scripts that have been pre-assessed or validated by them. The following Matrix outlines AI activities students are permitted to undertake with teacher guidance.

At School: Research, Project and Class Tasks			
Activities	Not Permitted	With teacher direction	Permitted
Brainstorm	● Generating ideas using AI (e.g. “Give me 10 ideas...”)	● Following teacher validated prompts	
Summarising	● Using AI to summarise texts and/or information you have not read or gathered ● Using AI to help simplify concepts you are not sure about		
Drafting and editing work (e.g. reports, essays, presentations)	● Using AI to generate full writing pieces ● Replacing your writing with AI-generated content ● Refining your own work using AI		
Complete class tasks	● Using AI to answer questions or complete tasks ● Generating practice questions and prompts	● Following teacher validated prompts	
At School: Assessments			
Activities	Not Permitted	With teacher direction	Permitted
In-class assessments (tests/SACs)	● Using AI in any way		

Research task, Presentations, group work	Using AI to produce reports or final responses	Following teacher direction *See the “Teacher Expectations” section for further information	
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At home			
	Not Permitted	With teacher direction	Permitted
Homework / Study	Using AI to complete homework tasks		- Generating practice questions - Asking AI to help simplify concepts you are not sure about

EXPECTATIONS FOR STUDENTS

Students must:

- use AI in accordance with the **traffic light system** and **follow teacher guidance**
- ensure all submitted work is **their own and can be authenticated**
- acknowledge AI use where required
- not use AI to **complete assessment tasks on their behalf**
- not input **personal, sensitive or school data** into AI tools

Student AI Declaration

Include on Assessments: “I confirm this work is my own and any AI use has been acknowledged/not used.”

Assessment Coversheet Statement

“AI use is not permitted unless explicitly stated.”

Breaches of these expectations may result in consequences as outlined in the **Authentication** section below.

AUTHENTICATION OF STUDENT WORK (YEAR 7 TO YEAR 12)

Submitted work may be subject to an authentication process in accordance with VCAA and College policy. Students may be asked to demonstrate their understanding of submitted work as part of this process.

For full details on authentication methods, evidence indicators, and consequences, refer to the Authentication Policy.

EXPECTATIONS FOR TEACHERS

Teachers must:

- explicitly communicate when and how AI may be used for each task
- apply the **AI traffic light system consistently** and only permit student use of AI through **pre-assessed and validated prompts**.
- design assessment tasks that support **authentication and academic integrity**
- teach students how to use AI **ethically and critically**
- monitor student work for authenticity

Please note that the inclusion of AI activities in VCE studies will require an authentication process, and the use of AI must be clearly specified within the assessment rubric.

Teacher AI Declaration (First Lesson) - For teachers that plan to use AI

"I have used, and may continue to use, Artificial Intelligence (AI) to support the development of lesson plans, assessments, unit outlines and learning activities. I do not enter student names or personal data into AI tools. All professional judgement, content accuracy and final decisions remain my own."

ASSESSMENT AND AUTHENTICATION (SEE VCE POLICY)

AI use is governed by **VCAA authentication requirements**.

- Students must be able to demonstrate **independent understanding**
- Teachers may require students to explain or justify their work
- Misuse of AI may result in **penalties in line with the Breach of Rules policy**

MONITORING AND REVIEW

This policy will be reviewed regularly to reflect evolving **VCAA, DE and national AI guidance** and emerging technologies.

POLICY REVIEW AND APPROVAL

Policy Created	May 2026
Consultation	Teaching and Learning March and April 2026 Staff meeting 18 May 2026 School Council June 2026
Approved by	Principal
Next scheduled review date	May 2029