ST THOMAS'S SCHOOL

Artificial Intelligence (AI) Acceptable Use Policy

1. Purpose

St Thomas's School recognises that Artificial Intelligence (AI) can support teaching, learning and the effective operation of the school. We encourage responsible and purposeful use of AI while protecting privacy, ensuring student safety and maintaining human responsibility for decisions.
This policy establishes expectations for the acceptable use of AI rather than prescribing the use of specific technologies.

2. Scope

This policy applies to all students, teachers, school leaders, administration staff, teacher aides, contractors, volunteers and anyone using AI for school-related purposes.

It includes generative AI and AI-enabled features within educational, assessment, administrative and other digital systems, whether accessed through school-owned or personal devices.

3. Guiding Principles

All AI use at St Thomas's School must:

- Be purposeful: Support learning, professional practice or school operations without unnecessarily replacing independent thinking, human interaction or professional expertise.
- Protect privacy: Safeguard personal, sensitive and confidential information.
- Be accurate and appropriate: AI-generated content must be checked for reliability, bias, cultural sensitivity and suitability before use.
- Maintain human responsibility: People remain accountable for the work they produce and the decisions they make, even when supported by AI.
- Be safe and ethical: Respect the rights, dignity and wellbeing of others, and comply with school expectations and relevant legislation.

4. Acceptable Use by Staff and Other Adults

Staff, school leaders, teacher aides, administrators, contractors and volunteers may use AI to assist with their authorised school responsibilities, including:

- Planning, resource creation, research and professional learning.
- Drafting and improving general communications, documents and administrative materials.
- Supporting teaching, learning, assessment, feedback and analysis through appropriate tools.
- Improving efficiency, accessibility and the quality of school operations.

All users must review AI-generated outputs before relying on, sharing or acting upon them. AI must not replace professional judgement, particularly in matters affecting student learning, wellbeing, safety, employment or other significant decisions.

5. Acceptable Use by Students

Students may use AI only when authorised by a teacher and through tools that are appropriate for their age and approved for the intended school activity.

AI may be used to support ideas, explanations, creativity, practice and feedback. It must not replace students' own thinking, learning or demonstration of their abilities.

Students must not:

- Present AI-generated work as their own or use AI to complete tasks requiring independent work.
- Access AI services that do not meet their age requirements or that have not been authorised for school use.
- Enter personal or private information about themselves or others into AI tools.
- Use AI to create harmful, offensive, misleading or inappropriate content, including bullying, impersonation or fabricated images or recordings.
- Use AI to bypass school digital safety rules or teacher instructions.

Teachers will determine when AI use is appropriate and how students should acknowledge any assistance.

6. Privacy and Information Security

Personal, sensitive or confidential school information must not be entered into public or unapproved AI systems.

This includes identifiable student information, assessment records, learning support or health information, behaviour records, staff employment matters, confidential communications and other protected school information.
AI systems that require access to identifiable school information may only be used where the school has authorised the specific use and assessed appropriate privacy and security safeguards.

Any suspected privacy or security breach involving AI must be promptly reported through the school's established procedures.

7. Assessment and Decision-Making

AI-assisted assessment, marking, feedback and data analysis may be used through appropriately authorised systems, including Ministry of Education-provided tools.

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Staff remain responsible for understanding the limitations of AI-generated results, interpreting assessment information and exercising professional judgement when making decisions about students.

AI must not be the sole basis for significant decisions affecting students, staff or the school community.

8. Implementation and Review

The Principal is responsible for implementing this policy, determining appropriate AI use and ensuring staff understand their responsibilities.

Inappropriate use will be addressed through the school's existing behaviour, employment, privacy or digital safety procedures, as applicable.

This policy will be reviewed through the school's normal policy review cycle, or earlier if significant legal or regulatory changes require it.

Ratified by Board

Signed _____

Date 8.11.26

Reviewed: November 2026 **Next Review:** November 2029