



# College Guideline

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## AI Safety

This policy sets out requirements for Mount St Bernard College that choose to explore the use of generative artificial intelligence (AI) tools. It provides advice for school leaders and teachers around how to use generative AI tools in a safe and responsible way, as well as advice on how to promote academic integrity in recognition of potential student use of generative AI tools.

### Policy

The AI Safety policy is designed to help the school communities (students, teachers, staff, parents and carers) support:

- Education outcomes: The policy aims to recognise how the appropriate use of generative AI tools can enhance teaching and learning outcomes for all members of Mount St Bernard College.
- Ethical practices: The policy aims to achieve the safe, responsible and ethical use of generative AI tools at Mount St Bernard College.
- Equity and inclusion: The policy aims to ensure that generative AI tools are used in ways that are fair, accessible and inclusive of all Mount St Bernard College community members.









### Opportunities and Risks

Generative AI technology has great potential to assist teaching and learning and reduce administrative workload at Mount St Bernard College. The growing accessibility and sophistication of generative AI tools provides opportunities to develop human-like generated text and rich multimedia content in a way that has not previously been possible.

To fully harness the potential of high quality and safe generative AI, Mount St Bernard College will need to be supported in understanding and appropriately managing a range of privacy, security and ethical considerations. Risk management will also be appropriate for the potential consequences. These consequences include the potential for errors and algorithmic bias in generative AI content; the misuse of personal or confidential information; and the use of generative AI for inappropriate purposes, such as to discriminate against individuals or groups, or to undermine the integrity of student assessments.

## Principles and Guiding Statements

<p><b>1. Teaching and Learning</b></p> <p>Generative AI tools are used to support and enhance teaching and learning.</p> 	<p><b>1.1 Impact:</b> generative AI tools are used in ways that enhance and support teaching, school administration, and student learning.</p> <p><b>1.2 Instruction:</b> schools engage students in learning about generative AI tools and how they work, including their potential limitations and biases, and deepen this learning as student usage increases.</p> <p><b>1.3 Teacher expertise:</b> generative AI tools are used in ways that support teacher expertise, and teachers are recognised and respected as the subject matter experts within the classroom.</p> <p><b>1.4 Critical thinking:</b> generative AI tools are used in ways that support and enhance critical thinking and creativity, rather than restrict human thought and experience.</p> <p><b>1.5 Learning design:</b> work designed for students, including assessments, clearly outlines how generative AI tools should or should not be used and allows for a clear and unbiased evaluation of student ability.</p> <p><b>1.6 Academic integrity:</b> students are supported to use generative AI tools ethically in their schoolwork, including by ensuring appropriate attribution.</p>
<p><b>2. Human and Social Wellbeing</b></p> <p>Generative AI tools are used to benefit all members of the school community.</p> 	
<p><b>3. Transparency</b></p> <p>School communities understand how generative AI tools work, how they can be used, and when and how these tools are impacting them.</p> 	
<p><b>4. Fairness</b></p> <p>Generative AI tools are used in ways that are accessible, fair, and respectful.</p> 	<p><b>4.3 Non-discrimination:</b> generative AI tools are used in ways that support inclusivity, minimising opportunities for, and countering, unfair discrimination against individuals, communities, or groups.</p>
<p><b>5. Accountability</b></p> <p>Generative AI tools are used in ways that are open to challenge and retain human agency and accountability for decisions.</p> 	

<p><b>6. Privacy, Security and Safety</b></p> <p>Students and others using generative AI tools have their privacy and data protected.</p> 	
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## See also (Related Policies and Guidelines)

Policies:

- Acceptable use of ICT
- Privacy
- Social Media
- Mobile Phones