GEN AI School Policy

Purpose

This policy outlines the appropriate, ethical, and safe use of Generative Artificial Intelligence (AI) tools (e.g., ChatGPT, DALL·E, Midjourney, Character.ai) by students and staff at [School Name].

It aims to:

Encourage responsible innovation and learning

Protect student wellbeing, privacy, and academic integrity

Prevent misuse or harm arising from AI-generated content

Scope

This policy applies to:

All students and staff at [School Name]

All devices connected to the school network

Any generative AI tools used for school-related activities (on or off school grounds)

Definitions

Generative AI: Artificial intelligence systems that create new content (text, images, videos, code, or voice) by learning from data.

Examples: ChatGPT, Microsoft Copilot, Gemini, DALL·E, Canva AI, Character.ai

Acceptable Use

Students may use approved generative AI tools for educational purposes such as:

Research assistance and brainstorming

Drafting or revising written work (with clear attribution)

Exploring concepts through visual or interactive learning

Learning how to evaluate bias, credibility, and accuracy in AI outputs

AI use must be:

Supervised or guided by a teacher

Age-appropriate and respectful

Transparent: students must indicate when AI has been used in their work

Prohibited Use

Generative AI tools must not be used to:

Cheat or plagiarise on assessments

Generate or share harmful, explicit, violent, or discriminatory content

Create deepfakes or impersonate others (students, teachers, public figures)

Use AI companions in a way that simulates romantic, sexual, or manipulative conversations

Share personal or sensitive information with AI tools

Safety & Wellbeing

The school will provide digital literacy education on the risks and limitations of AI tools.

Any student who feels uncomfortable or harmed by AI-generated content should report it to a teacher or school leader.

The school reserves the right to block or restrict access to certain AI tools on its networks.

Privacy

Students must not input:

Full names, home addresses, school details, or personal photos

Sensitive family or medical information into any AI platform, especially those without clear privacy protections.

Consequences of Misuse

Misuse of generative AI may result in:

A warning and re-education on safe use

Restrictions on device or internet access

Behavioural consequences aligned with the school's digital technologies or bullying policy

Referral to the eSafety Commissioner, NCMEC or law enforcement if necessary

Roles and Responsibilities

Teachers: Guide ethical AI use in learning activities and flag misuse

Students: Use AI responsibly, report concerning content, and cite AI use honestly

Parents/Carers: Support respectful tech use at home and stay informed

IT Staff: Monitor AI tool access and implement content filters

Leadership: Review policy annually and adapt to emerging risks

Review Date

This policy will be reviewed annually or as required due to technological or regulatory changes.

Last Reviewed: [Insert Date]

Next Review: [Insert Date]

Contact info@carlyryanfoundation.com for further assistance or policy examples