

30 April 2026

Dear Parents and Carers

I am writing to inform you of an initiative our College will introduce as a trial from Term 3, 2026 for students in Years 9 to 12. This will be the use of a student focused AI Assistant: Microsoft Copilot13+.

This initiative reflects our direction of strengthening students' critical thinking, collaboration, and relational skills, alongside a balanced and purposeful use of technology. Our goal is to ensure that technology supports learning without replacing the thinking, discussion, and relationships that remain central to a quality education.

Our key reasons for introducing a school endorsed AI Assistant include:

- Equitable access for all students
- It is a platform designed specifically for learning
- It is aligned to the curriculum and age-appropriate use
- Data security

To support the rollout, we will provide structured learning for our community including professional development for staff and an AI literacy program for students.

We will also have a parent information webinar in Week 8 of Term 2 outlining use at school and how to support your son at home.

As this is a trial, at the end of the semester we will gather feedback from staff, students, and parents, through surveys and other opportunities to guide future decisions.

Please find attached two relevant documents:

1. Microsoft fact sheet with further information about the platform
2. Summary of St Augustine's College AI Guidelines

If you have any questions or would like further clarification, please do not hesitate to contact the College.

Yours sincerely



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## Using Microsoft Copilot at School – Information for Parents

Our school is exploring the use of Microsoft Copilot to support teaching and learning for students aged 13 and over. This flyer explains what Copilot is, how it may be used at school, and the safeguards in place to protect students.

### What is Microsoft Copilot?

Microsoft Copilot is an AI-powered tool designed to help students learn more effectively. When used appropriately, it can support activities such as drafting ideas, summarising information, and helping students think through problems as part of their learning.

### How might Copilot be used at school?

At school, Copilot may be used in a teacher-guided way to:

- Support writing and brainstorming ideas
- Help summarise age-appropriate learning materials
- Encourage critical thinking and reflection
- Assist students to learn digital and AI literacy skills safely

### Important safeguards for students

Student safety and privacy are our priority. The following safeguards are in place:

- Copilot is only available to students aged 13 and over
- Student data is not used to train AI models
- Copilot operates within the school's secure Microsoft 365 environment
- School policies, filtering, and monitoring continue to apply
- Teachers guide and supervise how the tool is used in class

### Frequently Asked Questions

#### **Is my child's data private?**

Yes. Student data is protected by Microsoft's education privacy commitments. Student content is not used to train public AI models.

#### **Why is Copilot limited to students aged 13 and over?**

Microsoft Copilot is designed for users aged 13 and above, in line with child safety and online privacy standards.

**Does Copilot replace teachers or student thinking?**

No. Copilot is a support tool only. Teachers remain central to learning, and students are encouraged to think critically and use AI responsibly.

**How is Copilot kept safe for school use?**

Copilot is used within the school's secure Microsoft environment, with built-in safeguards, age-appropriate protections, and teacher oversight.

**Where can I learn more?**

Families who would like additional information can refer to [Microsoft's Family Safety Toolkit](#), which explains privacy, security, and AI safeguards for education.



# ST AUGUSTINE'S COLLEGE

## GENERATIVE ARTIFICIAL INTELLIGENCE (AI) SUMMARY OF GUIDELINES

St Augustine's College is committed to working in partnership with families as students engage with emerging technologies, including Generative Artificial Intelligence (AI). These tools which can generate text, images, audio, video and code, are becoming increasingly present in both learning environments and everyday life.

When used appropriately, Generative AI can support student learning. However, it is important that such tools do not replace a student's own thinking, understanding or responsibility for assessment.

### OUR APPROACH

The College's expectations are guided by system requirements, including those of the Queensland Curriculum and Assessment Authority (QCAA), and are grounded in our Catholic and Marist values of honesty, dignity, fairness and accountability.

### WHAT THIS MEANS FOR YOUR SON

- All assessment must reflect your son's **own knowledge, skills and understanding**.
- Students are responsible for any work they submit, including work developed with AI assistance.
- The acceptable use of AI will **vary across subjects and assessment tasks**. Clear guidance is provided by teachers through task sheets and classroom instruction.
- Where permission is not explicitly given, students are expected to **assume that AI use is not permitted** for assessment.
- If AI use is allowed, students may be required to **explain how it was used**.

### SUPPORTING ACADEMIC INTEGRITY

The College uses a range of processes to support authentic student work, including teacher judgement, drafts, learning conversations, and authorship tools such as Turnitin (Clarity). No single tool is used in isolation when concerns arise.

If there are questions about the authenticity of a student's work, the College follows a fair and staged process. This may include discussing the work with the student, reviewing drafts or asking the student to demonstrate their understanding.

We encourage parents and carers to:

- speak with their son about using AI responsibly
- reinforce the importance of completing their own work
- contact the College if clarification is needed regarding assessment expectations

Generative AI presents both opportunities and challenges. Our focus remains on ensuring that student learning is authentic, fair and aligned with system requirements, while preparing students to engage responsibly with new technologies.