Department of Education Generative Artificial Intelligence

Policy

This policy sets out requirements for schools 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.

Summary

- Schools must:
    - obtain opt-in consent from parents and carers before using any generative AI tool that requires personal information beyond provision of a student's school email address and creation of a password for registration
    - protect student data and privacy by restricting the uploading of personally identifiable information into generative AI tools or software that integrates generative AI tools
    - comply with any terms set out by the provider of the tool.
- Schools must direct staff and students to not use generative AI tools to:
    - upload or generate media depictions of students, staff or parents
    - generate artefacts that mimic a cultural tradition in a way that is disrespectful or offensive.
- Schools must also direct staff to:
    - not use generative AI tools to communicate with students and parents in ways that undermine authentic learning relationships or replace the unique voice and professional judgement of teachers and school leaders.

On 1 December 2023, Education ministers released the [Australian Framework for Generative Artificial Intelligence in Schools](#) (the National Framework). The aim of the National Framework is to provide guidance on understanding, using and responding to generative AI. It includes 6 principles and 25 guiding statements that define what safe, ethical, and responsible use of generative AI should look like in Australian schools. This policy, guidance and resources are designed to complement the National Framework.

Schools must comply with the requirements detailed in this policy when using generative AI in all contexts.

Schools may use generative AI tools if use:

- complies with the requirements of this policy and considers the guidance outlined in the [Guidance tab](#) in relation to:

- protecting privacy and personal data

- appropriate use of generative AI tools

- promoting academic integrity

- complies with other relevant department policies that are not specific to generative AI:

  - [Technologies and ICT Services policy](#) – schools must not implement digital tools where a department-provided technology provides the same service or function

  - [Software and Administration Systems policy](#) – schools must not implement digital tools that have been assessed as non-compliant, non-participating or high risk as part of the Safer Technologies 4 Schools (ST4S) program. ST4S risk assessment reports can be accessed in the [software section in Arc](#)

  - [Digital Technologies – Responsible Use](#) – schools must ensure digital technologies are engaged with in a safe and responsible manner, ensuring cybersafety and supporting student learning

  - [Privacy and Information Sharing policy](#) – more information about protecting personal data on generative AI tools is provided in the one-page overview in the [Resources tab](#)

- complies with any terms set out by the provider of the tool, which may include an age limit

- is accompanied by reasonable steps to identify, understand and appropriately manage risks.

Prior to implementation of any generative AI tool, schools must ensure that the tool can be implemented in an accessible and inclusive way. This includes meeting obligations under the Equal Opportunity Act 2010 (Vic), the Disability Discrimination Act 1992 (Cth) and the Disability Standards for Education 2005 (Cth) to make reasonable adjustments to accommodate staff or students with disability.

Prior to implementation of any generative AI tool, schools are encouraged to:

- clearly define expected benefits and risks

- adequately prepare staff and students to understand and use tools safely and responsibly (refer to [Appropriate use of generative AI tools](#)).

Protecting privacy and personal data

Schools are expected to take reasonable steps to ensure the protection of data entered into generative AI tools or software that integrates generative AI tools (including user prompts). They should do this by prioritising the use of tools that:

a. do not share this data with third parties

b. do not use this data to train a generative AI model

c. do not save or store this data for future use by the provider of the tool.

Generative AI is a 'new and emerging technology' as defined in the Privacy and Information Sharing policy. This means that schools must obtain opt-in consent from parents and carers before using any generative AI tool that requires personal information beyond provision of a student's school email address and creation of a password for registration (for example, name or phone number). Staff and students also must not use the password from their school email when registering for a generative AI tool.

In addition, if personal information is not required for registration, schools should provide the opportunity for students to opt-out and are encouraged to communicate with parents and carers about how the generative AI tool will be used. Opt-out consent recognises known risks of generative AI technologies (for example, the creation of biased or inaccurate content) as well as general risks associated with new technologies, which often rapidly evolve. Links to collection notice templates are available in the [Resources tab](#).

When using any generative AI tool, schools must direct staff and students to not load any personal information about students or staff onto the tool (for example, student names, reports, personal histories and contact details). Staff must also be directed to not enter any information about the school that could be sensitive (for example, student assessment data and student attendance records). This is because content may be used and reused by the platform and its users, which may constitute a privacy breach.

For further information, schools may refer to the February 2024 [public statement made by the Office of the Victorian Information Commissioner](#).

A one-page overview of the steps schools must take to help protect personal data when using generative AI tools is available in the [Resources tab](#).

Appropriate use of generative AI tools

Where a school chooses to use generative AI tools, staff and students must be directed to:

- not upload media including depictions of students, staff or parents (for example, photos, audio, video), or generate images or other media in the likeness of these persons

- not generate artefacts that mimic a cultural tradition in a way that is disrespectful or offensive (for example, images mimicking Koorie artwork).

Staff must also be directed to not use generative AI tools to communicate with students and parents in ways that undermine authentic learning relationships or replace the unique voice and professional judgement of teachers and school leaders. This includes not using generative AI tools to directly:

- communicate with parents or students

- make judgements about student learning achievement or progress

- write student reports for parents or carers.

During implementation of any generative AI tool, schools should:

- ensure the use of generative AI tools is disclosed when tools have an impact on others – disclosure can be given to teachers, staff, students, parents and carers

- ensure monitoring of benefits and risks

- consider de-implementing any tool if benefits are not realised or risks are not being adequately managed.

Promoting academic integrity

Schools are strongly encouraged to proactively identify and manage risks around academic integrity and generative AI. This can include:

- setting expectations and building a culture of academic integrity

- designing assessments with consideration of generative AI tools

- identifying and responding to the inappropriate use of generative AI tools in assessments.

Definitions

Generative artificial intelligence (AI)

Generative AI is a type of computer-based model that can generate new content or modify existing content in response to user prompts. The inputs and outputs of generative AI tools can include text, images, audio, computer code, and other types of data. Refer to the Guidance tab for more information about generative AI.

Personal information

Personal information is recorded information or opinion, whether true or not, about a person whose identity is apparent, or can reasonably be ascertained, from the information. The information or opinion can be recorded in any form. A person's name, address, phone number and date of birth (age) are all examples of personal information.