



Artificial Intelligence (AI) Policy and Procedures

1. Purpose

This Policy outlines the expectations and appropriate use of Artificial Intelligence (AI) tools and technologies by students at Swan View Senior High School. It aims to ensure AI is used ethically, responsibly, and in a manner that supports learning, critical thinking, academic integrity, and digital citizenship.

2. Policy

- The Principal is responsible for establishing policies and procedures to ensure AI is used ethically, responsibly, and in a manner that supports learning, critical thinking, academic integrity, and digital citizenship.
- The AI Policy is collaboratively developed by the School Executive Team and the Senior Leadership Team in alignment with the Department of Education's policies and guidelines.
- All staff members are required to adhere to the AI Policy and Procedures.
- All students enrolled at Swan View Senior High School who access or use AI tools and platforms are required to adhere to the AI Policy and Procedures—both at school and during school-related activities or assignments conducted at home or online.

3. Definition of AI

Artificial Intelligence (AI) refers to software programs or platforms capable of performing tasks that typically require human intelligence. Examples include—but are not limited to—AI writing tools (e.g., ChatGPT), image generators, language translators, voice assistants, and data analysis software.

4. Principles

Swan View Senior High School is committed to:

- Encouraging the ethical and informed use of AI in learning.
- Supporting students to develop digital literacy and critical evaluation skills.
- Protecting academic integrity and preventing misuse of AI for dishonest purposes.
- Ensuring student safety and privacy in digital environments.

5. Responsibilities for AI

5.1 Teacher responsibilities

Teaching staff will:

- be clear – verbally and/or in writing - when the use of AI is appropriate for a specific task or activity in class.
- guide students to use sources of AI technologies that are safe and appropriate
- actively monitor student progress during the development of written tasks or activities.

5.2 Student responsibilities

Students will:

- appropriately reference or declare the use of AI in the generation of works for their classes

6. Procedures

6.1 Acceptable Use Guidelines

Students may use AI tools:

- To support learning under teacher guidance (e.g., brainstorming, researching, checking grammar).
- To enhance understanding of subject content.
- As part of approved classroom activities or assignments with teacher consent.
- To develop responsible digital practices.

6.2 Unacceptable Use

Students must not:

- Submit AI-generated content as their own original work without acknowledgment.
- Use AI tools to cheat, plagiarise, or misrepresent understanding or effort.
- Use AI to produce inappropriate, harmful, offensive, or misleading content.
- Share or publish AI-generated content in a way that breaches school values or Department of Education guidelines.
- Use AI to bypass security, access restricted sites, or interfere with school systems.

6.3 Academic Integrity and Attribution

- Students must clearly acknowledge any substantial use of AI in assessments or assignments, following teacher or departmental guidelines (e.g., "AI tools were used to help generate ideas or summarise information").
- Teachers may require students to submit drafts, notes, or verbal explanations to verify understanding.
- Breaches of academic integrity due to misuse of AI will be treated seriously and managed in line with the School's Assessment and Behaviour Management policies.

6.4 Privacy and Data Protection

Students should:

- Avoid entering personal or sensitive information into AI tools.
- Understand that some AI platforms may store user data; therefore, school-approved or teacher-recommended tools should be prioritised.
- Seek permission before using AI tools not endorsed by the school.

6.5 Teacher Guidance and Monitoring

- Teachers will provide explicit guidance when AI use is permitted or encouraged for an activity.
- Staff will educate students about the capabilities and limitations of AI tools.
- AI use will be monitored, and any misuse will be addressed through existing pastoral care and behaviour processes.

6.6 Breaches of Policy

Consequences for inappropriate use of AI may include:

- Re-submission of work.
- Loss of access to school technology resources.
- Disciplinary action in accordance with the School's Behaviour Management Policy.
- Communication with parents/carers.

In any instance where a teacher has formed the belief that a student has used AI in an inappropriate manner (i.e. to falsely claim work as their own, to create inappropriate materials or other such actions) the following procedures will be followed (as per the Assessment Policy and Procedures: point 8):

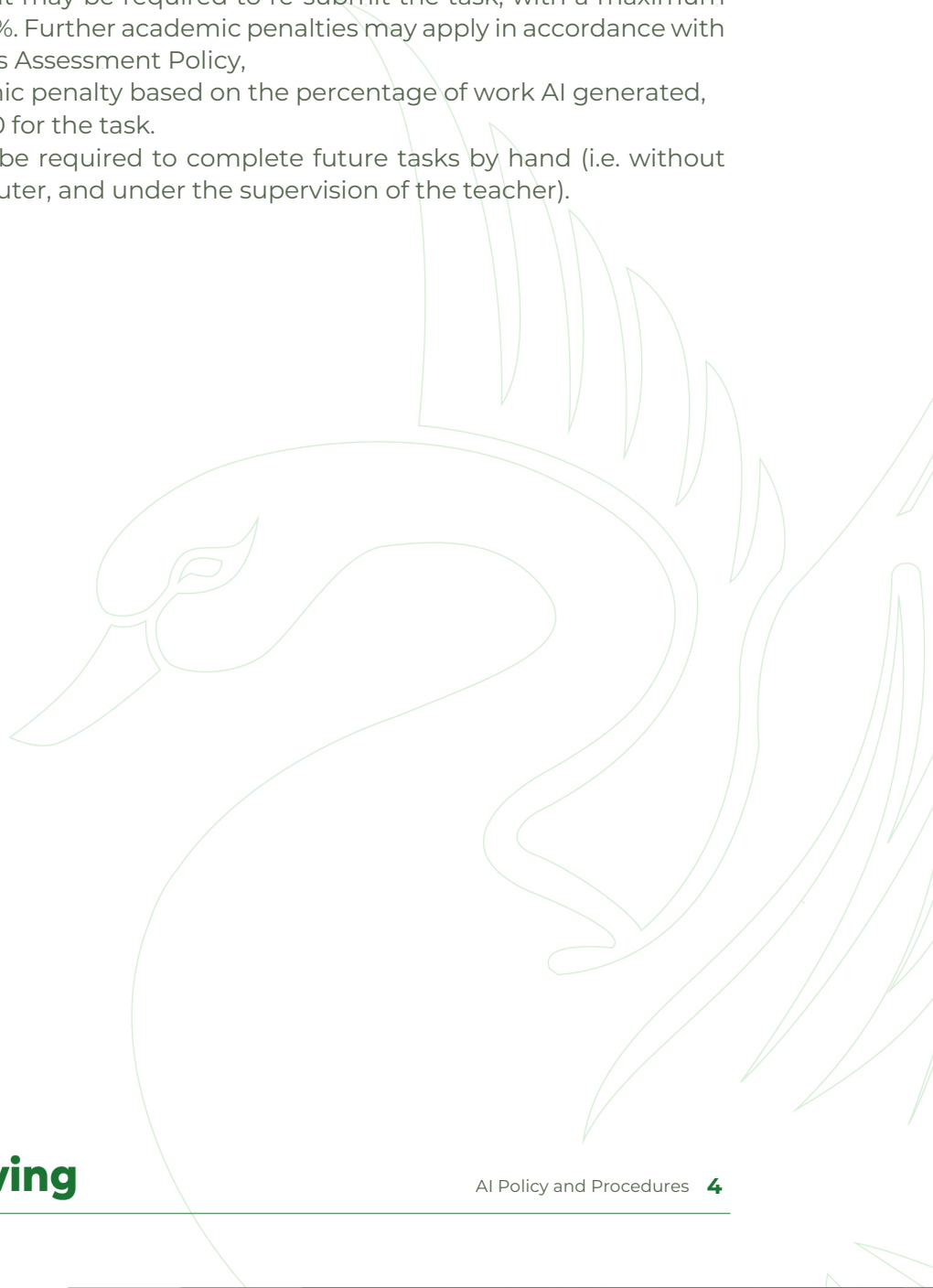
First Occasion

- The teacher will inform the Head of Learning Area or Teacher in Charge and the student will be reprimanded by the class teacher.
- At the discretion of the teacher and/or Head of Learning Area, one of the following consequences may apply:

- The student may be required to re-submit the task, with a maximum mark of 50%. Further academic penalties may apply in accordance with the school's Assessment Policy,
- An academic penalty based on the percentage of work AI generated,
- A mark of 0 for the task.
- Parents/caregivers will be notified of the breach, and the outcome (what penalty has been applied).
- The teacher will record the instance as an 'E-Breach' on Compass.

Second Occasion

- After discussion with the Head of Learning Area or Teacher in Charge the student will be reprimanded by the class teacher and/or Head of Learning Area. Parents/caregivers will also be contacted.
- At the discretion of the teacher and/or Head of Learning Area, one of the following consequences may apply:
 - The student may be required to re-submit the task, with a maximum mark of 50%. Further academic penalties may apply in accordance with the school's Assessment Policy,
 - An academic penalty based on the percentage of work AI generated,
 - A mark of 0 for the task.
- The student may be required to complete future tasks by hand (i.e. without the use of a computer, and under the supervision of the teacher).



7. Document Control

<p>Reference Number: Owner:</p> <p>Created: Modified: Approved: Next Review:</p> <p>Links to Regulatory Framework:</p>	<p>Principal</p> <p>12 May 2025</p> <p>Legislation/Authority</p> <ul style="list-style-type: none"> • Equal Opportunity Act 1984 (WA) • Occupational Safety and Health Act 1984 (WA) • Public Sector Management Act 1994 (WA) • School Education Act 1999 (WA) • School Education Regulations 2000 (WA) <p>Department Policies</p> <ul style="list-style-type: none"> • Behaviour Management in Schools • Duty of Care for Students in Public Schools • SCSA WACE Manual Section 2.6 – Use of non-original material for assessment purposes. • Student Wellbeing 	<p>Implementation and Review:</p> <p>The Principal is responsible to the School Executive for the continuous monitoring and review of the <i>AI Policy and Procedures</i>.</p>
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