

Wulerrp Secondary College – Artificial Intelligence (AI) Use Policy



Help for non-English speakers

If you need help to understand the information in this policy please contact the school office.

PURPOSE

To ensure that all students and members of our school community understand:

1. our commitment to using Artificial Intelligence (AI) technologies to support and enhance teaching, learning and professional practice
2. expected student and staff behaviour when using AI tools and platforms
3. the school's commitment to promoting safe, ethical, responsible and discerning use of AI technologies
4. our school's procedures for maintaining academic integrity, protecting privacy and responding to inappropriate AI use
5. the Department of Education policies and guidance that our school follows when using AI technologies
6. our school prioritises the safety, wellbeing and learning of students while engaging with AI technologies.

SCOPE

This policy applies to all students, staff, volunteers, contractors and visitors at Wulerrp Secondary College when using AI technologies in connection with school learning, teaching or administration.

Staff use of AI is also governed by the following Department policies and guidance:

- Acceptable Use Policy for ICT Resources
- Cybersafety and Responsible Use of Digital Technologies
- Digital Learning in Schools
- Social Media Use to Support Student Learning
- Victorian Department of Education – Generative Artificial Intelligence Guidance

Staff, volunteers and school councillors are also required to adhere to the relevant codes of conduct for their roles, including:

- Wulerrp Secondary College Child Safety Code of Conduct
- Victorian Teaching Profession Code of Conduct
- Code of Conduct for Victorian Sector Employees
- Code of Conduct for Directors of Victorian Public Entities.

POLICY

Guiding principles

The use of AI at Wulerrp Secondary College is guided by the following principles:

1. Human judgement remains paramount

AI is a support tool and does not replace teacher expertise, critical thinking or professional judgement.

2. Academic integrity must be maintained

Students must demonstrate their own learning and understanding, and AI must not be used to misrepresent authorship.

3. Safety and privacy are protected

Personal, confidential or identifying information must not be entered into AI systems.

4. Transparency is required

The use of AI should be acknowledged where appropriate and in accordance with teacher instructions.

5. Equity and inclusion are promoted

AI should enhance learning opportunities while ensuring all students can demonstrate achievement fairly and authentically.

Student use of AI

Permitted use

Students may use AI tools when explicitly authorised by their teacher for educational purposes, including:

- research and information gathering
- revision and study support
- brainstorming and idea generation
- receiving feedback on grammar, spelling and clarity of writing
- creating images, videos or multimedia content for learning tasks
- exploring concepts through guided inquiry activities.

Teachers will provide guidance about approved AI tools and appropriate methods of use for each learning task.

Conditions of use

Students must:

- only use AI when permitted by their teacher
- follow teacher instructions regarding acceptable AI use for each task
- acknowledge the use of AI where required
- use AI ethically and responsibly
- critically evaluate AI-generated content for accuracy, bias and reliability

- comply with the school's Digital Learning, Student Wellbeing and Engagement, and Bullying Prevention policies.

Prohibited use

Students must not:

- use AI to complete assessment tasks unless specifically authorised
- present AI-generated work as their own
- use AI to bypass learning activities or academic requirements
- upload personal, confidential or identifying information into AI platforms
- generate inappropriate, harmful, offensive or unlawful content
- use AI in ways that breach copyright, privacy or intellectual property requirements.

Assessment and academic integrity

To ensure authenticity of student work:

- summative assessment tasks will primarily be completed under teacher supervision and in class
- teachers may redesign assessments to reduce inappropriate AI use and increase opportunities for students to demonstrate learning authentically
- a variety of assessment methods may be used, including observations, practical demonstrations, oral presentations, conferences and in-class tasks
- formative assessments will continue to monitor student skill development and understanding
- students may be required to explain or demonstrate their understanding of submitted work.

Misuse of AI in assessment tasks will be managed through the school's Academic Integrity and Student Wellbeing and Engagement processes.

Teacher use of AI

AI may be used by staff to support professional practice, including:

- lesson planning and preparation
- resource development
- curriculum design
- development of differentiated learning activities
- generating teaching ideas and examples
- supporting rubric development
- drafting communications and administrative documents
- developing extension and intervention materials.

Professional responsibilities

When using AI, teachers must:

- apply professional judgement to all AI-generated content
- review, edit and verify content before use
- ensure materials align with curriculum requirements and school expectations
- check for accuracy, bias, appropriateness and inclusivity
- continue to rely on their expert curriculum knowledge when developing learning programs.

AI-generated content should be treated as a draft or starting point, not as final material without professional review.

Teacher use restrictions

Teachers must not:

- upload student work, personal information or identifying student data into AI platforms
- use AI to make final judgements about student achievement
- use AI as the sole basis for reporting on student progress
- use AI to determine grades or assessment outcomes
- use AI as a replacement for professional judgement.

Assessment and reporting decisions remain the responsibility of qualified teaching staff.

Privacy and data protection

All users must comply with Victorian privacy legislation and Department of Education requirements.

Staff and students must not enter into AI systems:

- student names
- personal identifying information
- assessment records
- health information
- behavioural records
- confidential school information.

Where possible, only Department-approved and school-approved AI tools should be used.

Safe and responsible AI use

Wulerrp Secondary College is committed to educating students to use AI safely, responsibly and critically. At our school, we:

- use AI tools that support learning and are appropriate for educational use
- supervise and support students using AI for schoolwork
- educate students about AI capabilities, limitations, bias and reliability
- teach students about privacy, copyright, intellectual property and academic integrity
- provide guidance on appropriate responses to harmful or misleading AI-generated content
- maintain protocols for reviewing the safety and appropriateness of AI tools used in learning.

Students are expected to behave online in a manner consistent with the school's Statement of Values and School Philosophy, Student Wellbeing and Engagement Policy, Inclusion and Diversity Policy, and Bullying Prevention Policy.

Breaches of this policy may result in consequences consistent with the school's behaviour management processes, including restriction of access to digital technologies or other disciplinary responses as appropriate.

Education and digital literacy

The college will:

- educate students about ethical and responsible AI use
- develop student understanding of AI capabilities and limitations
- teach students how to critically evaluate AI-generated content
- provide guidance on academic integrity and acknowledgement requirements
- support staff through professional learning opportunities focused on safe and effective AI implementation.

The school will also support parents and carers to understand AI technologies and safe digital practices through newsletters, information sessions and school communications where appropriate.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- available publicly on the school website
- included in staff induction processes
- discussed at staff briefings and meetings as required
- included in the staff handbook/manual
- discussed at parent information sessions
- included in enrolment and transition information packs
- referenced in school newsletters and student communication channels
- made available in hard copy from the school office upon request.
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FURTHER INFORMATION AND RESOURCES

School policies

- Digital Learning Policy
- Student Wellbeing and Engagement Policy
- Bullying Prevention Policy
- Child Safety and Wellbeing Policy
- Privacy and Information Sharing Policy
- Assessment and Reporting Policy
- Academic Integrity Guidelines
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Department and external resources

- Victorian Department of Education – Generative Artificial Intelligence Guidance
<https://www.vic.gov.au/generative-artificial-intelligence-education>
- Cybersafety and Responsible Use of Digital Technologies
<https://www2.education.vic.gov.au/pal/cybersafety-responsible-use-digital-technologies/policy>
- Digital Learning in Schools
<https://www2.education.vic.gov.au/pal/digital-learning-schools/policy>
- Social Media Use to Support Student Learning
<https://www2.education.vic.gov.au/pal/social-media-use-support-student-learning/policy>
- eSafety Commissioner – Educator Resources
<https://www.esafety.gov.au/educators>

POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2026
Approved by	Principal – Leanne Winfield
Next scheduled review date	This policy will be reviewed annually (June 2027), or earlier if significant changes occur in legislation, Department policy, or AI technologies.