

Generative Artificial Intelligence (AI) Policy

Purpose

This policy outlines Glen Waverley Primary School's approach to the safe, ethical, and responsible use of generative artificial intelligence (AI) tools. It provides guidance to staff, students, and the school community to ensure that AI use supports learning, protects privacy, and upholds academic integrity.

At Glen Waverley Primary School, we recognise the potential of generative AI tools to enhance learning and teaching when used responsibly. We are committed to:

- protecting the privacy, safety, and wellbeing of students, staff, and families
- ensuring academic integrity and authentic learning
- complying with Department of Education policies and the Australian Framework for Generative Artificial Intelligence in Schools.

Scope:

This policy applies to all staff, students, parents/carers, contractors, and volunteers at Glen Waverley Primary School. It covers the use of generative AI tools in teaching, learning, assessment, school administration, and communication, whether on-site or in remote/online environments.

Policy:

Glen Waverley Primary School will ensure that:

1. Consent & Privacy

- Parent/carer opt-in consent will be obtained before any generative AI tool is used that requires personal information beyond a student's school email and password.
- No personally identifiable information (student, staff, or parent) will be uploaded into AI tools.
- Sensitive school information (e.g. assessment data, attendance records) must not be entered into AI systems.

2. Responsible Use

- Staff and students must not use AI tools to generate or upload media of students, staff, or parents.
- AI tools must not be used to mimic cultural traditions in a disrespectful or offensive way.
- Staff must not use AI tools to:
 - communicate directly with parents or students
 - make judgements about student progress or achievement
 - write student reports.

3. Academic Integrity

- Students will be supported to understand and maintain academic integrity when engaging with AI tools.
- Assessment design will consider AI risks and opportunities to ensure authentic demonstrations of learning.

- Staff will identify and respond to any inappropriate use of AI in student work.

4. Transparency and Accountability

- The use of generative AI will be disclosed where relevant in learning and teaching materials.
- AI outputs will always be reviewed by staff before influencing teaching, assessment, or decision-making.
- School leaders will monitor the impact of AI use on learning and wellbeing outcomes.

5. Inclusion and Equity

- Any AI tools introduced must be accessible, inclusive, and compliant with relevant anti-discrimination legislation.
- Reasonable adjustments will be made for staff and students with disability.

Implementation:

To ensure the safe, ethical, and effective use of generative AI, Glen Waverley Primary School will adopt the following staged approach:

1. Leadership and Governance

- The Principal and Assistant Principals will oversee the implementation of this policy.
- A Generative AI Implementation Working Group (consisting of school leaders, ICT staff, curriculum leaders, and classroom teachers) will meet each term to:
 - review AI tools under consideration
 - assess risks and benefits
 - oversee professional learning
 - monitor the impact of AI use on student learning and wellbeing.
- Records of all AI tools trialled, approved, or rejected will be maintained.

2. Selection and Approval of AI Tools

- Any AI tool proposed for classroom or administrative use must be assessed for:
 - compliance with privacy, security, and safety standards
 - educational value and alignment with curriculum priorities
 - accessibility and inclusivity for all students.
- Tools requiring student data beyond email and password will not be used without parent/carers opt-in consent.
- The school will prioritise tools that:
 - do not retain prompts or use them for model training
 - allow local settings to restrict harmful or inappropriate content
 - provide clear transparency about data handling.

3. Professional Learning for Staff

- Staff will be provided with training in:
 - understanding what generative AI is and how it functions
 - safe and ethical classroom use of AI tools
 - strategies for designing assessments that promote academic integrity in the AI era
 - ways to teach students to critically evaluate AI outputs.
- Ongoing professional learning will be embedded into staff meetings and professional learning communities (PLCs).
- Exemplars of safe AI use in lesson design will be shared across teams.

4. Student Learning and Digital Literacy

- Students will be explicitly taught:
 - how generative AI works, including its strengths and limitations
 - how to engage with AI responsibly, without uploading personal or sensitive data
 - how to evaluate AI outputs for accuracy, bias, and reliability
 - how to acknowledge AI assistance (when permitted) in line with academic integrity expectations.
- Classroom lessons on digital literacy and critical thinking will embed AI education across year levels, scaled to student maturity.
- Teachers will supervise all in-class use of AI tools.

5. Parent and Carer Engagement

- Parents and carers will be informed about:
 - what AI tools are being trialled or implemented
 - how student data is protected
 - the benefits and risks of AI use in education
 - how they can support safe and responsible AI use at home.
- Parent/carers consent will be obtained before student use of AI tools requiring personal information.
- Information sessions, newsletters, and website updates will ensure ongoing transparency.

6. Assessment and Academic Integrity

- Teachers will design assessments that are resilient to inappropriate AI use, for example by:
 - including oral presentations, reflective writing, and in-class tasks
 - requiring students to show drafts, planning notes, and process steps
 - asking students to explain or present their work to confirm understanding.
- Where AI use is permitted, students will be required to disclose it (e.g. prompts used, outputs referenced).
- Suspected breaches of academic integrity will be investigated consistently and fairly.

7. Monitoring and Evaluation

- The school will monitor AI use through:
 - staff and student feedback surveys
 - parent/carers feedback opportunities
 - analysis of student engagement and learning outcomes.
- Tools that do not deliver educational benefit, or that present unacceptable risk, will be de-implemented.
- An annual review of this policy will evaluate:
 - effectiveness of implementation
 - emerging risks and opportunities
 - alignment with updated Department and national frameworks.

8. Continuous Improvement

- The school will remain agile and responsive as AI technology evolves.
- Updates to this policy and practice will be made when:
 - new Department guidance is issued
 - legislative requirements change
 - staff, student, or parent feedback indicates adjustments are needed.

Glen Waverley Primary School Generative AI – Staff Checklist

Before Using AI Tools

- Check if the tool has been approved by the Principal or Assistant Principals
- Ensure no personal, sensitive, or identifying student/parent/staff data will be uploaded.
- Confirm parent/carer consent is on file.
- Review the tool's privacy, safety, and inclusivity features.
- Make sure the tool is being used for learning or administrative benefit, not convenience alone.

In the Classroom

- Supervise all student use of AI tools.
- Teach students how to use AI responsibly (strengths, limitations, risks).
- Remind students never to upload private or sensitive information.
- Embed AI into lessons with clear purpose (e.g. idea generation, critical evaluation).
- Encourage students to critically evaluate AI outputs for accuracy, bias, and reliability.

Assessment and Academic Integrity

- Design tasks that reduce reliance on AI alone (e.g. drafts, oral explanations, reflections).
- Require students to disclose AI assistance where permitted (e.g. prompts or outputs used).
- Monitor for signs of inappropriate AI use and respond consistently.
- Focus assessment on students' authentic thinking, process, and understanding.

Professional Practice

- Do not use AI to write student reports, make judgments on student achievement, or communicate with parents.
- Share good practice and examples of responsible AI use with colleagues.
- Keep up to date with school/Department guidance on AI.
- Seek support from leadership if unsure about an AI tool or practice.

Ongoing Reflection

- Gather student feedback on how AI supports or challenges learning.
- Provide feedback to leadership on tools trialled.
- Reflect on how AI is impacting equity, engagement, and learning outcomes.
- Adjust practice as new tools, risks, and guidelines emerge.

Related Policies

This policy should be read alongside:

- Child Safe Standards
- Digital Learning Policy
- Digital Technologies – Responsible Use
- Privacy and Information Sharing Policy
- Software and Administration Systems Policy
- Technologies and ICT Services Policy



Glen Waverley Primary School

Established 1960

774 High Street Road Glen Waverley, VIC 3150

(03) 9802 9938 glen.waverley.ps@education.vic.gov.au www.glenps.vic.edu.au



INTEGRITY. INITIATIVE. RESPECT.
GLOBAL EMPATHY.

POLICY REVIEW AND APPROVAL

Policy last reviewed	September 2025
Consultation	September 2025
Approved by	Principal
Next scheduled review date	September 2026