

## GENERATIVE ARTIFICIAL INTELLIGENCE POLICY

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### 1. Purpose

- 1.1** This policy outlines the responsible, ethical, and effective use of Artificial Intelligence (AI) tools by staff, teachers, and students at Botany Downs Secondary College. It aims to:
- Promote academic integrity and digital citizenship.
  - Support innovation in teaching and learning.
  - Align with NZQA and Ministry of Education guidance on AI in assessment and education.

### 2. Guiding Principles

At Botany Downs Secondary College, our approach to Artificial Intelligence is grounded in values that reflect our commitment to ethical, inclusive, and future-focused education. These principles guide how AI is integrated into teaching, learning, and administration.

- 2.1 Integrity:** AI must not compromise the authenticity of student work. All users are expected to uphold academic honesty and ensure that AI is used to support and not replace the original thinking. Students must submit work that reflects their own understanding, and any AI assistance must be acknowledged.
- 2.2 Transparency:** The use of AI must be clearly communicated. Students and staff should understand when and how AI is being used and be able to critically evaluate its outputs. All AI generated content must be appropriately referenced, and users must remain accountable for decisions informed by AI.
- 2.3 Equity:** All students and staff should have fair access to AI tools and support. AI must be used in ways that promote inclusive learning environments, accommodate diverse needs, and avoid reinforcing bias or discrimination. We are committed to ensuring that AI supports every learner equitably.
- 2.4 Safety:** AI tools must be used responsibly, with safeguards in place to protect student data, privacy, and wellbeing. Personal or sensitive information must not be entered into public AI platforms. All AI use must comply with the [Privacy Act 2020](#) and the school's cybersecurity agreement.
- 2.5 Innovation:** AI should enhance, not replace, human creativity and critical thinking. We encourage the use of AI to explore new ideas, deepen understanding, and support inquiry-based learning. Teachers and students are empowered to use AI as a tool for growth, while maintaining the human element at the heart of education.

### 3. Academic Integrity and Assessment

- All assessments must reflect the student's own understanding and effort.
- AI use must be declared in submitted work (e.g., "This work was supported by Microsoft Copilot for outlining ideas.").

- Teachers will use strategies to ensure authenticity, including:
  - Milestone check-ins.
  - Oral reflections or interviews.
  - Comparisons with previous work.

#### 4. Privacy and Data Protection

- 4.1** BDSC is committed to safeguarding the privacy and wellbeing of all members of our school community in the use of AI. The responsible use of AI tools must comply with [Privacy Act 2020](#) and reflect our school's values. Staff remain accountable for decisions informed by AI tools.
- 4.2** Authorising AI tools: To ensure safe and purposeful integration of AI into teaching, learning and administration the following procedures apply:
- Staff are recommended to use **Microsoft 365 Copilot** using the school login details.
  - All AI tools used within school must be approved by BDSC AI working group and New Era IT. The IT team will conduct thorough testing to ensure tools operate securely, reliably, and in accordance with school policies. Tools must not store or process personal or sensitive data unless explicitly approved.

#### 5. Risk mitigation

- Educate staff and students on the risks associated with AI including bias, misinformation, over reliance and academic integrity.
- Use and require disclosure statements where AI tools have been used.

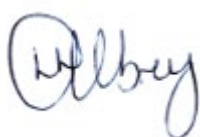
#### 6. Monitoring and Review

- Any breaches of this policy will be managed in line with the school's assessment policy.
- Updates will reflect changes in NZQA policy, technology, and school needs.

#### Other relevant documentation:

- Generative Artificial Intelligence Guidelines.

**Review schedule:** Term 1, 2026.

<b>Presiding Member Signature</b>	
<b>Date</b>	25 August 2025