



ARTIFICIAL INTELLIGENCE POLICY

POLICY DETAILS AND DOCUMENT MANAGEMENT

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Approved by:School Board

Endorsed by:School Principal K-12

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Policy Level		Dissemination	For Application	For Information
Board	☒	Board	☒	☐
School	☐	Executive Staff	☐	☐
		Administrators	☐	☐
Access		All Staff	☒	☐
Open	☒	Students	☒	☐
Restricted	☐	Public (Website)	☒	☐

REVISION HISTORY

Published	Version	Approved By	File Name
September 2026	1.0	Board	Artificial Intelligence Policy

GENEALOGY

This Policy replaces: Artificial Intelligence Policy V1
This Policy was cancelled and superseded by:

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PURPOSE

This policy guides the safe, ethical and effective use of artificial intelligence (AI) at Emmanuel Christian Community School (ECCS). AI may support teaching, learning and administration, but must not replace human judgement, authentic learning, professional responsibility or respectful relationships.

SCOPE AND DEFINITION

This policy applies to Board members, staff, contractors, volunteers and students when using AI for School-related purposes or through School systems. AI includes generative AI and other systems that create, analyse, classify, predict or recommend content or decisions.

POLICY STATEMENT

ECCS will use AI consistently with its Christian mission and values, applicable law, School policies and the Australian Framework for Generative AI in Schools. Use must be purposeful, proportionate to risk, transparent where appropriate, and subject to meaningful human oversight.

1. REQUIREMENTS

1.1 **LAWFUL, ETHICAL AND CHRIST-CENTRED USE**

- 1.1.1 AI must be used with integrity, wisdom, fairness and respect for the dignity, safety and wellbeing of every person.
- 1.1.2 AI must not be used to create, obtain or distribute unlawful, harmful, deceptive, discriminatory, sexualised, plagiarised or otherwise inappropriate material; to impersonate, bully, harass or defame; or to undermine School processes.
- 1.1.3 Users must comply with copyright, licensing, cultural and intellectual property obligations, and with the age and account conditions of each approved tool.

1.2 **PRIVACY, SECURITY AND THE USE OF IMAGES**

- 1.2.1 Personal, sensitive or confidential information must not be entered into public or unapproved AI systems. This includes identifiable student work, marks, health or disability information, behaviour and pastoral records, complaints, staff records and confidential School information.
- 1.2.2 An approved AI tool may process such information only where the use, data and purpose have been specifically approved, only the minimum necessary information is used, and applicable privacy, security and records requirements are followed.
- 1.2.3 AI must not be connected to School accounts, email, files, calendars or other systems, or used to continuously listen, watch, record or monitor people, without explicit approval following ICT and privacy assessment.
- 1.2.4 Creating or materially altering an identifiable person's image, voice or likeness must comply with the Student Images, Media and Emerging Technologies Policy and consent requirements. Deceptive deepfakes, impersonation and biometric identification are prohibited.

1.3 **ACCURACY, TRANSPARENCY AND HUMAN RESPONSIBILITY**

- 1.3.1 AI output may be inaccurate, biased or fabricated. Users must check important facts, calculations, quotations, references and suitability before use.
- 1.3.2 The person using AI remains responsible for the final work, communication or decision. AI must not make, or be the sole basis for, decisions that significantly affect a student's, family member's or staff member's rights, wellbeing, enrolment, employment, discipline, support or achievement.

- 1.3.3 Material AI assistance must be acknowledged where required by a teacher, law, School procedure or reasonable expectations of transparency. AI-generated or altered media must be identified where a reasonable person may otherwise be misled.

1.4 TEACHING, LEARNING AND ASSESSMENT

- 1.4.1 Teachers determine and clearly communicate whether, how and to what extent students may use AI for each learning or assessment task.
- 1.4.2 Students must follow teacher directions, acknowledge permitted AI assistance and not submit AI-generated work as their own. AI should strengthen, not bypass, foundational knowledge, critical thinking, creativity and independent work.
- 1.4.3 Staff may use AI to support planning, resource development and draft feedback where permitted, provided content is verified and adapted to the ECCS context. AI must not independently mark work, allocate grades or replace a teacher's professional knowledge of a student.
- 1.4.4 AI-detection results must not be treated as conclusive or used as the sole evidence of academic misconduct; concerns must be considered through the School's usual assessment and procedural fairness processes.

2. APPROVAL, ACCOUNTABILITY AND REPORTING

- a) The Principal may approve, restrict or prohibit particular tools or uses after considering educational value, privacy, security, child safety, legal, financial and operational risks, with advice from relevant leaders, the IT Manager and the Privacy Officer.
- b) Approval is limited to the stated purpose and conditions. Approval for one use does not authorise other uses or data.
- c) Staff must model responsible practice, provide age-appropriate guidance and supervision, and promptly report suspected privacy, security, child-safety, academic-integrity or other AI-related concerns through existing School processes.
- d) Questions about permitted use should be directed to the relevant Deputy Principal or Principal before AI is used.

3. PRACTICAL GUIDE

'Approved AI' means a tool and use specifically approved by the Principal. ECCS does not operate its own AI system.

Use	Public or unapproved AI	Approved AI / conditions
Routine drafting and lesson resources	Permitted only without personal, confidential or unlawfully uploaded material.	Permitted within approval conditions; verify and adapt the output.
Student assignments	Only as directed by the teacher.	Only as directed by the teacher; acknowledge use when required.
Identifiable student, family or staff information	Prohibited.	Only with specific approval for that data and purpose; minimise data.
Reports, support plans, pastoral or complaint records	Prohibited.	Only with specific approval and authorised human review.
Marking, grades or significant decisions	Must not make or be the sole basis for the decision.	Must not make or be the sole basis for the decision; accountable human review is required.
Images, audio or video of identifiable people	No deceptive or unauthorised creation or alteration.	Consent, policy compliance and explicit approval are required.
Connection to School systems or monitoring	Prohibited.	Requires explicit approval and ICT/privacy assessment.

4. COMPLIANCE AND MONITORING

The policy will be reviewed annually, or earlier if significant legal, technological, educational or risk developments require change.

5. REFERENCES

This policy should be read with the:

- Privacy Policy;
- Student Images, Media and Emerging Technologies Policy;
- Social Media Procedure;
- ICT acceptable use requirements;
- Assessment and academic integrity requirements; and
- Child safety and student wellbeing requirements.

Relevant external requirements include the:

- Privacy Act 1988 (Cth);
- Copyright Act 1968 (Cth);
- Current SCSA requirements; and
- The Australian Framework for Generative AI in Schools.