Te Whānau o Ōtūmatua School Board

Artificial Intelligence (AI) and Generative AI Policy

Purpose

This policy recognises the transformative potential of Artificial Intelligence (AI) to enhance teaching, learning, and administrative functions. This policy outlines the principles, guidelines, and expectations for the responsible, ethical, and secure use of AI by all members of our school community, including ākonga and kaiako when using AI tools for educational purposes, whether on school premises, using school devices, or for school-related activities.

This policy is guided by the New Zealand Ministry of Education's recommendations, the New Zealand Qualifications Authority's (NZQA) guidelines on academic integrity, the principles of the Privacy Act 2020, Digital Harmful Communications Act, and Te Tiriti o Waitangi. This policy should be read in conjunction with the AI procedure.

1. Definitions

a. **AI (Artificial Intelligence):** A broad field of computer science focused on developing systems that can perform cognitive tasks normally requiring human intelligence. AI must never be perceived as having the same abilities as human intelligence.

b. **Algorithm:** An algorithm is a clearly specified mathematical process for computation; a set of rules that, if followed, will give a prescribed result.

c. **Generative AI (GenAI):** A type of AI that can generate new content, such as text, images, audio, or video, in response to prompts or data inputs. Examples include large language models (LLMs) and text-to-image generators.

d. **Large Language Model:** A type of artificial intelligence (AI) that uses deep learning to understand, generate, and predict human-like text.

e. **On-premises AI and GenAI tools:** Hosted and managed within an organisation’s own infrastructure ensuring the data is private to the college.

f. **Public AI and GenAI tools:** Publicly accessible to anyone either for free or with a paid subscription. These tools are delivered via external cloud providers and the data inputted is used for public training and may not be private**.**

1. Purpose

1.1. The purpose of this policy is to:

1.1.1. Guide the responsible, ethical, and secure use of AI and GenAI tools within Te Whānau o Ōtūmatua OTM.

1.1.2. Recognise that Māori data and Tangata Tiritii data is a taonga and subject to tikanga Māori.

1.1.3. Ensure compliance with privacy, data security, and regulatory requirements.

1.1.4. Promote transparency and accountability in the use of AI and GenAI tools by kaiako and ākonga.

1.1.5. Establish clear expectations and responsibilities regarding the appropriate and ethical application of GenAI technologies at OTM

2. Background

2.1. AI and GenAI tools have rapidly emerged as powerful technologies that can create text, audio, video, images, code, and other content. While these tools offer significant opportunities to enhance learning in vocational education, they also present challenges related to academic integrity, assessment validity, and ethical use.

2.2. This policy recognises that AI and GenAI tools are increasingly integrated into professional practice across trades and vocational sectors; and aims to prepare ākonga for responsible AI use in their future careers while maintaining the integrity of educational processes and ensuring authentic skill development.

3. Ākonga Use of AI

3.1. **Research and Information Gathering:** AI and GenAI tools can be used to gather information and explore different perspectives under the guidance of kaiako.

3.2. **Brainstorming and Idea Generation:** AI and GenAI tools can assist in generating ideas and overcoming creative blocks.

3.3. **Drafting and Editing and presenting:** AI and GenAI tools can be used to assist with drafting and editing written work, provided that its use is clearly acknowledged.

3.4. **Language Learning:** AI tools that provide feedback on grammar and pronunciation may be used for language practice.

3.5. **Restricted Uses are specified in the AI procedure**

4. Kaiako Use of AI

4.1. **Lesson Planning and Resource Creation:** AI and GenAI tools can be used to assist with generating ideas for lessons, creating learning materials, and finding relevant resources.

4.2. **Administrative Tasks:** AI and GenAI tools can be used to automate certain administrative tasks, such as summarising information, to improve efficiency. It is expected that AI tools are not used to:

- Create pastoral notes
- Create internal e-mails within the OTM team
- Create communication to whānau

4.3. **Professional Development:** The college will provide PD opportunities and kaiako are encouraged to explore AI and GenAI tools to enhance their own professional learning and understanding of the technology. Kaiako are expected to model responsible and ethical AI and GenAI tools use for ākonga and to promote critical thinking about the technology's capabilities and limitations.

4.4. **Reference:** Kaiako are to clearly acknowledge and reference the use of AI tools.

4.5. Restricted Uses are specified in the AI procedure.

5. Data Privacy and Security

5.1. Our school is committed to protecting the privacy and security of ākonga and kaiako data in accordance with the Privacy Act 2020. When using AI and GenAI tools, the following guidelines must be adhered to:

5.1.1. Only use approved AI and GenAI tools as specified in the AI procedure.

5.1.2. Conduct Privacy Impact Assessments (PIAs) for any AI and GenAI tools that will be used within the school.

5.1.3. Ensure transparency with ākonga and parents about the AI and GenAI tools being used and their data handling practices.

5.1.4. Regularly review the privacy settings and terms of service of AI and GenAI tools to ensure they align with the school's privacy policies.

6. Use of Mātauranga

Māori Data and Māori Data Governance: Māori data is digital or digitisable information or knowledge that is about or from Māori people, language, culture, resources, or environments. Māori data is a Taonga and subject to Māori governance. Māori Data Sovereignty is Māori Data Governance. The principles, structures, accountability mechanisms, legal instruments, and policies through which Māori exercise control over Māori data.

6.1. AI and GenAI will not be used for translating te reo Māori or generated multimedia.

6.2. Any mātauranga Māori that is used to train a GenAI (te reo Māori, images, pūrākau, etc.) is done with permission from the traditional knowledge holder/author and is authenticated by a kaiako or manu whenua member with expertise in te ao Māori.

6.3. Knowledge that is considered tapu in te ao Māori is never used with AI and GenAI tools.

6.4. Tapu data includes but is not limited to:

6.4.1. photos of the deceased, marae, carvings

6.4.2. whakapapa of individuals or collectives pūrākau

6.4.3. waiata and whāikōrero

6.4.4. any data that is deemed tapu by the kaitiaki of the content of the data.

6.5. Any dispute of plagiarism will be assessed by the organisation mandated Māori kaiako member with expertise in te ao Māori.

6.6. Where AI generated material such as text, images, video etc., is used, it must be acknowledged.

7. Cultural bias

AI models are built from data from across the globe, which means the tools may not accurately reflect indigenous knowledge and may not have comprehensive knowledge of Mātauranga, te reo Māori, Pasifika/Polynesian cultures.

8. Human Oversight

8.1. AI and GenAI tools may assist decision making but never replace human judgment, accountability, or discretion.

8.2. Responsibility for AI and GenAI tools assisted decisions remains with Kaiako.

8.3. The school will regularly assess AI and GenAI tools to ensure ongoing fairness, accuracy, and compliance.

9. Review Schedule

This policy will be reviewed according to the **Board's Review Schedule** or earlier if required due to legislative change or identified need.

The AI procedure will be reviewed annually or more frequently if required due to significant technological or regulatory changes.

Reviews will include input from:

- Kaiako
- Ākonga
- Relevant external stakeholders

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