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POLICY ON THE USE OF ARTIFICIAL INTELLIGENCE (AI)

PURPOSE

The purpose of this policy document is to establish guidelines for the ethical, secure and responsible use of Artificial Intelligence (AI) technologies in our Christian Brothers' College Boksburg community. It is designed to provide a framework for the appropriate use of AI technologies while ensuring that learners' privacy, security and ethical considerations are taken into account.

SCOPE

This policy document applies to all members of our College community, including learners, teachers, administrative staff and other stakeholders who may use AI technologies in the College environment. It particularly covers, although is not limited to, generative AI technologies, such as large language models (LLMs). (a category of foundation models trained on immense amounts of data making them capable of understanding and generating natural language and other types of content to perform a wide range of tasks.)

POLICY STATEMENT

The College is committed to using AI technologies in an ethical, transparent and responsible manner. We acknowledge that AI technologies have the potential to significantly enhance learning and engagement, but we also recognise the importance of protecting learner privacy and ensuring that the use of these technologies is consistent with ethical considerations.

The use of AI technologies in school aligns with our mission to provide a high-quality education that prepares learners for success in the 21st century. AI technologies have the potential to support personalised learning and help teachers identify areas where learners need extra support. They can also support research and writing activities and provide opportunities for learners to develop skills related to critical thinking, problem-solving and digital literacy.

SECURITY AND PRIVACY OF DATA

- To protect the privacy and security of student and staff data, the College shall abide by the POPI Act. AI-collected data will only be utilized for appropriate educational objectives.
- Learners, parents, or legal guardians will be asked for their informed consent before any AI technology requiring data gathering is used. There will be explicit communication about the goal, extent, and consequences of data usage..

APPROPRIATE USES OF AI IN THE COLLEGE (for Learners)

This policy covers any generative AI tool, whether stand-alone products or integrated into productivity suites, e.g., Google Workspace. This policy relates to all content creation, including text, artwork, graphics, video and audio.

Unless specifically told not to by teachers, learners can use AI tools to generate content (text, video, audio, images) for their school work. There are situations and contexts within the school where learners will be asked to use AI tools to enhance their learning and to explore and understand how these tools can be used.

Learners may use AI programs to help generate ideas and brainstorm. However, learners should note that the material generated by these programs may be inaccurate, incomplete, or otherwise problematic. Learners should check and verify ideas and answers against reputable source materials.

Large language models (LLMs) can generate incorrect facts and citations. Code generation models tend to produce inaccurate outputs. Image generation models can produce biased or offensive products. Learners will be responsible for any content they submit, regardless of whether it originally comes from them or a foundation model.

Learners must indicate which parts of any work that they submit were created by AI and what was written or created by them. Learners may not submit any work generated by an AI program as their own. To do so would be classed as plagiarism.

Conversely, there are situations in which the use of AI is forbidden, and the tasks will be framed in a way that avoids using AI tools, such as working offline or under supervised conditions.

Learners are to please ask their teacher if they need clarification or have questions before using AI for any assignment.

The submission of AI-generated answers constitutes plagiarism and violates the College's learner code of conduct. The Staff reserve the right to use AI plagiarism detectors or our academic judgment to identify unappreciated uses of AI.

Learners must reference the sources they have used when producing assessed work. Where learners use AI for assessed work, they must acknowledge its use and show clearly how they have used it. Learners and staff should be clear that AI-generated content is not subject to the same academic scrutiny as other published sources and therefore they must exercise caution.

Where AI tools have been used as a source of information, a learner's acknowledgement must show the name of the AI source and should show the date the content was generated.

ACCURACY AND CREDIBILITY

Staff and learners should be aware that AI tools are still being developed and there are often limitations to their use, such as producing inaccurate, misleading or inappropriate content.

AI-generated information needs to be scrutinised for accuracy and credibility before it is used for educational purposes. Teachers will guide learners in critically evaluating AI-generated information and understanding its limitations.

AI-generated content should be fact-checked using these specifics: the author of the source material, the website's or author's credentials, what the original source says and in what context, the reason why the information was shared, if there are biases present, how recent the information or study was published, and who else is citing the source.

AI MISUSE

Examples of AI misuse include, but are not limited to, the following:

- Copying or paraphrasing sections of AI-generated content to the point that the work can no longer be considered to be the learner's own
- Copying or paraphrasing whole responses of AI-generated content.
- Using AI to complete parts of the assessment so that the work does not reflect the learner's own work, analysis, evaluation or calculations
- Failing to acknowledge the use of AI tools when they have been used as a source of information
- Incomplete or poor acknowledgement of AI tools
- Submitting work with intentionally incomplete or misleading references or bibliographies.
- Learners are prohibited from using AI to create and/or distribute content that is discriminatory, harmful, offensive, or intentionally biased.
- Learners who do not use AI tools responsibly may be subject to sanctions.
- When it relates to portfolio work, learners will be required to sign authentication statements, and any suspected misuse of AI will need to be reported to the examination body.

REVIEWING AND UPDATING THE POLICY

The College is committed to regularly reviewing and updating this AI policy to align with emerging best practices, technological advancements, and changes in regulations.

The College will regularly assess the ethical implications of AI technologies and be prepared to make adjustments or discontinue the use of certain technologies if ethical concerns arise.

POLICY	**POLICY ON THE USE OF ARTIFICIAL INTELLIGENCE (AI)**
Applies to:	All learners, staff at the College and the College Community
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Approved by:	Toby Craig (Headmaster)
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Learner Declaration: AI use in Assessment Task

Learner Name	
Subject	
Assessment Title	
Teacher	
Assessment Due Date	

I, _____(full name) hereby confirm that:

- I have read and understood my school's policy relating to Academic Dishonesty.
- The task submitted has been completed in full by me.
- I have clearly indicated in the task any sections of work that were generated or assisted by AI, giving credit where it is due.
- I have adhered to the school policy regarding Academic Dishonesty – specifically, identifying where AI has been used and citing all sources of information.
- I acknowledge that I may have to verbally explain my answers / solutions presented in this task if asked by my teacher.

Signed: _____ Date: _____

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Acknowledgement of AI tools used:

AI Tool used	Purpose	Prompts used