

# The Use of Generative Artificial Intelligence in DECYP Schools Procedure

**This Procedure is currently under review.** Further information is available on the [Teaching and Learning Centre](#) (staff login).

During the review period, staff must continue to follow the current policy and procedure as their primary guidance. If you are unsure, please email [curriculum@decyp.tas.gov.au](mailto:curriculum@decyp.tas.gov.au) for advice.

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# 1 Purpose

The purpose of this procedure is to provide direction for Department for Education, Children and Young People (DECYP) staff to support the implementation of the [Use of Generative Artificial Intelligence \(AI\) in DECYP Schools Policy](#).

## 2 Overview

This procedure provides clear guidance to staff on how generative AI tools can be used in DECYP schools. This procedure aligns with the [Australian Framework for Generative Artificial Intelligence in Schools](#).

### 2.1 Safeguarding Children and Young People

Safeguarding the rights of all children and young people to be known, safe, well and learning is a priority for DECYP. Safeguarding describes a culture in which every person understands their responsibility to uphold the rights of the child and to have the child at the centre of every decision that affects them. Safeguarding children and young people prioritises a culture of continuous improvement which has prevention as its overriding objective while it strengthens awareness, sensitivity and responsiveness to the signs and effects of abuse and trauma. This commitment extends to keeping young people safe when they utilise generative AI tools.

## 3 Roles and Responsibilities

Responsibility for the use of generative AI tools in DECYP schools is shared across the agency. As an agency, generative AI tools should be used:

- appropriately.
- safely, responsibly and ethically.
- in a fair, accessible and inclusive manner.

### **Deputy Secretary – Portfolio Services for Development and Support, Department for Education, Children and Young People (DECYP)**

- Ensure Principals are supported through policy, procedure and associated supporting resources related to the safe and appropriate use of DECYP-approved generative AI tools for the purpose of teaching, learning and administrative activities in government schools.

### **Information and Technology Services**

- Maintain an accessible list of DECYP-approved generative AI technologies that align with the [Australian Framework for Generative Artificial Intelligence in Schools](#).

### **Principals**

- Support the safe, appropriate and inclusive use of DECYP-approved generative AI tools in schools.

- Ensure Standard 7 of the [Standards for the Provision of TASC-Accredited Senior Secondary Courses](#) is met.
- Enable students to access appropriate DECYP-approved generative AI tools.
- Support staff to use DECYP-approved generative AI tools safely and responsibly in alignment with Department expectations.

#### **Staff**

- Support students to use DECYP-approved generative AI tools safely, responsibly and appropriately as outlined in the policy and procedure.
- Use DECYP-approved generative AI in teaching and learning in line with approved curriculum, policy and procedure.
- Ensure that input prompts used to create outputs in generative AI do not contain any personally identifiable or confidential information.

## **4 Process**

This Procedure is written to ensure generative AI tools are used:

- appropriately.
- safely, responsibly and ethically.
- in a fair, accessible and inclusive manner.

### **4.1 Information Security and Privacy**

To ensure safe and responsible use, Generative AI must be used in ways that respect and uphold privacy and data rights, comply with Australian State and Federal Law and avoid unnecessary collection or processing of sensitive or personal information.

Sensitive or personally identifiable information must not be used as an input for any generative AI tool. Data privacy and security must be a priority in all tasks undertaken using generative AI tools.

Generative AI must be used by staff in accordance with the State Service Code of Conduct, which is contained in section 9 of the [State Service Act \(2000\)](#).

A list of endorsed tools can be found on the [DECYP Information Technology Services intranet site](#).

Any tools not listed on this site may not meet the standards required for use and are hence not endorsed for use in DECYP schools.

### **4.2 Teaching, Planning and Administration**

To support safe, ethical, appropriate and inclusive use, staff are guided to incorporate DECYP-endorsed generative AI tools into teaching, planning and administrative tasks through resources which can be found on the [generative AI information page of the DECYP Intranet](#).

Staff of students in government schools should ensure the use of generative AI tools aligns with approved curriculum and other relevant guiding frameworks including, but not limited to:

- [Australian Curriculum](#)
- [Senior Secondary courses](#)
- [Learners First: A Pedagogical Framework](#)
- [Vocational Learning in Tasmanian Schools Framework](#)
- [DECYP Assessment Strategy 2020-2023](#)
- [Australian Professional Standards for Teachers.](#)

Before using generative AI tools, staff must have a clear understanding of generative AI, its capabilities and limitations. Staff should utilise DECYP-endorsed training materials, available through the [generative AI information page of the DECYP Intranet](#).

Before undertaking training, staff should check with their Principal regarding the schools' requirements, priorities and resources.

All staff are expected to use generative AI tools in a manner that demonstrates behaviour consistent with the [State Service Diversity and Inclusion Policy](#), in keeping with their responsibilities under the [State Service Act](#) and the [State Service Principles](#).

Before using generative AI tools staff must determine if:

- the specific tool is listed as a DECYP-approved generative AI tool
- the tool provides appropriate teaching, learning or administrative outputs for staff and students.
- the specific tool is appropriate for its intended use.
- the input prompts used maintain privacy and confidentiality of individuals and organisations.

Staff must ensure the information generated using generative AI tools is:

- factual, accurate and appropriate.
- aligned to the intended curriculum.
- used in ways that are safe, responsible and ethical.
- fair, accessible and inclusive.

For further information about how to do this and to access DECYP-endorsed training, staff should access the [generative AI information page of the DECYP Intranet](#).

### 4.3 Maintaining Academic Integrity

To ensure tools are used ethically, while students can be supported to use DECYP-endorsed generative AI tools in the creation of work, this work must be accompanied by substantial personal input and utilise appropriate referencing and citation.

Staff must ensure that:

- students do not submit or use AI-generated work without acknowledgement that AI has been used in the creation of that work. Students must cite where generative AI has been used, in line with the [DECYP Artificial Intelligence Referencing Guide](#).
- all students are educated about the ethical implications of using AI for academic work, emphasising responsible and ethical use.

Clear guidelines, established by the Department, on the proper citation of AI-generated content and differentiation from original work, are to be followed.

Breaches of academic integrity when using generative AI tools can include:

- **Plagiarism:** where students develop schoolwork using generative AI tools without crediting the source.
- **Cheating:** students use generative AI tools, in an unauthorised way, to produce assessment responses and submit it as their own for academic gain.

Further information can be found on the [generative AI information page of the DECYP Intranet](#).

## 4.4 Student Learning

Students can be supported to use generative AI tools as learning and comprehension aids to enhance their understanding and engagement with educational material.

Resources to support students to utilise generative AI can be found on the [generative AI information page of the DECYP Intranet](#).

To ensure use of tools is appropriate, inclusive, responsible and ethical, before using generative AI tools to support their learning, students should be supported to determine if:

- the specific tool is listed as a DECYP-approved generative AI tool
- the tools provide appropriate learning outputs.
- the specific tool is appropriate for its intended use.

The use of generative AI by a student must be used in line with the [Use of Generative AI in DECYP Schools Policy](#). Inappropriate use of generative AI should be managed in line with the [Student Behaviour Management Policy](#).

Students should be supported in using generative AI tools in a way that is:

- factual, accurate and appropriate.
- safe, responsible and ethical.
- fair, accessible and inclusive.

Schools must ensure that:

- each student has access to all DECYP-approved generative AI systems and software, both within the school setting and when studying externally using DECYP-provided devices.
- The use of generative AI tools does not harm the wellbeing and safety of any member of the school community.

This includes those students who may have additional, specific, or complex needs and students from diverse backgrounds, including (but not limited to):

- students in regional, rural and remote communities.
- students experiencing socio-economic disadvantage.
- students with a disability or special needs.
- Aboriginal and Torres Strait Islander students.
- students with English as an additional language; and
- LGBTIQA+ students.

Further information can be found on the [generative AI information page of the DECYP Intranet](#).

## 5 Related policies

- [The Use of Generative Artificial Intelligence in DECYP Schools Policy](#)
- [Student Behaviour Management Policy](#)
- Cyber Security Policy
- [DECYP ICT Acceptable Conditions of Use Policy](#)
- [Tasmanian Assessment, Standards and Certification Academic Integrity Policy](#)

## 6 Related procedures

Applications for Risk Assessment of tools can be made through the [ITS Application Risk Assessment Form](#)

## 7 Supporting information/tools

- [The Australian Framework for Generative Artificial Intelligence in Schools](#)
- [Cyber Security Risk Assessment \(sharepoint.com\)](#)
- [Generative AI information page of the DECYP Intranet](#).

## 8 Definitions

### **Academic Integrity:**

The expectation that teachers, students and staff act with honesty, trust, fairness, respect and responsibility.

## **Generative Artificial Intelligence:**

Artificial intelligence that can generate new content such as text, images, audio, and video that resembles what humans can produce. It is effective at recognising patterns (in video, audio, text or images) and emulating them when tasked with producing something.

### **Prompt:**

A prompt is a mode of input interaction between a human and a large language model that lets the model generate the intended output. This interaction can be in the form of a question, text, code snippets or example.

## **9 Legislation**

Nil.

**Authorised by:** Jodee Wilson, Deputy Secretary Portfolio Services for Development and Support.

**Contact:** [seniorsecondaryprovision@decyp.tas.gov.au](mailto:seniorsecondaryprovision@decyp.tas.gov.au)

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