Naenae College

Generative Artificial Intelligence (AI) Policy

Purpose
This policy outlines the responsible, ethical, and effective use of Artificial Intelligence (AI) tools by staff, teachers, and students at Naenae 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.

Guiding Principles
At Naenae 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.

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 written in their own words, and any AI assistance must be acknowledged.

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 using APA referencing, and users must remain accountable for decisions informed by AI.

Cultural Respect: AI outputs must be reviewed for cultural accuracy and sensitivity, especially regarding Māori and Pasifika perspectives.

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.

Privacy: 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 such as Grammarly or ChatGPT. All AI use must comply with the Privacy Act 2020 and the school's cybersecurity agreement.

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.

Academic Integrity and Assessment
All assessments must reflect the student's own understanding and effort. All assessments must follow NZQA's authenticity guidelines and also the Naenae College NZQA Policy

AI use must be declared in submitted work (e.g., "This work was supported by Google Gemini for outlining ideas.") and students must explain how AI was used, for example I used AI to brainstorm ideas. This will be on the coversheet of every assessment and take the form of a tick box

Teachers will use multiple methods to prevent AI misuse which could include, but is not limited to, checkpoints, drafts and follow-up questions to ensure student understanding. For example, Teachers will use strategies to ensure authenticity, including: Milestone check-ins, Oral reflections or interviews, Comparisons with previous work.

Privacy and Data Protection
Naenae College is committed to safeguarding the privacy and wellbeing of all members of our community in the use of AI. The responsible use of AI tools must comply with Privacy Act 2020 and Harmful Digital Communications Act 2015 and reflect our school's values. Staff remain accountable for decisions informed by AI tools.
Authorising AI tools: To ensure safe and purposeful integration of AI into teaching, learning and administration the following procedures apply:
 Staff will use Google Gemini using their school login details.
 All AI tools used within school must be approved by Naenae College AI working group and AISCorp. AISCorp 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.

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.

Monitoring and Review
Any breaches of this policy will be managed in line with school processes.
Updates will reflect changes in NZQA policy, technology, and school needs.
Staff and students will receive training on AI use and updates to the policy.
The policy will be reviewed regularly by the Senior Leadership Team.

Acceptable Student Use
- Brainstorm ideas for writing or projects
- Revise content using AI-powered quizzes or tutoring tools
- Translate or practice language proficiency (with teacher guidance)
- Explore coding, design, or creative tasks with AI support
- Receive feedback on drafts (not final submissions)
- Use of AI to deepen understanding

Examples include:
- Brainstorming Ideas: A Year 12 student uses Gemini to generate ideas for a creative writing assignment. He then drafts the story himself and cites the AI as a brainstorming tool.
- Revision Support: A Year 11 student uses an AI-powered quiz app to revise for NCEA Science, receiving instant feedback on his answers.
- Te Reo Māori Practice: Students use AI tools to practice pronunciation and vocabulary, guided by their teacher and verified against trusted resources.

Unacceptable Student Use
- Submit AI-generated work as their own for internal or external assessments
- Use AI tools during summative NCEA assessments e.g. Internals, externals or DGEs
- Input personal or sensitive data into AI platforms
- Use AI to bypass learning or plagiarise content
- Use AI to avoid thinking creating cognitive debt

Examples include:

- Submitting AI-Generated Work: A student copies and pastes an AI-generated essay into his English assessment without editing or referencing. This breaches authenticity rules.
- Using AI in External Exams: A student attempts to use an AI chatbot during an online NCEA exam. This is strictly prohibited by NZQA.
- Entering Personal Data: A student inputs their or another student's full name and school ID into an AI tool. This violates privacy guidelines.

Acceptable Staff Use
- Generate lesson plans and differentiated activities
- Create practice assessments aligned with NCEA standards and CAAs
- Support students with revision tools and feedback – Formative Assessment
- Enhance professional development and collaboration
- Automate administrative tasks (e.g., summarising meeting notes)

Examples include:
- Lesson Planning: A Social Studies teacher uses AI to generate differentiated activities for a unit on New Zealand history, adapting them to suit different learning levels.
- Professional Development: Staff attend a workshop on AI in education, learning how to use tools like Google Gemini to align resources with the NZ Curriculum.
- Assessment Support: A teacher uses AI to generate practice questions for NCEA assessments, but ensures students write their own responses and understand the marking criteria.

Unacceptable Staff Use
- Use AI for preparing Summative assessments without human oversight.
- Share student data or images with AI tools lacking clear privacy policies.
- Rely on AI-generated content without verifying accuracy or cultural relevance.

Examples include:
- Using AI to Mark Assessments: A teacher relies solely on AI to grade student work without reviewing it. This risks inaccuracies and breaches assessment integrity.
- Sharing Student Data with AI Tools: A staff member uploads student names, images and grades into an AI platform without checking its data privacy policy.
- Ignoring Cultural Context: A teacher uses AI-generated content that misrepresents cultural perspectives without verifying it with culturally appropriate sources.