

Artificial Intelligence (AI) - Responsible Use Policy

Purpose

To guide ethical, safe, and transparent use of artificial intelligence (AI), including generative AI, in learning and assessment. This school policy aligns with the **Queensland Curriculum & Assessment Authority (QCAA) QCE & QCIA Policy and Procedures Handbook (Section 8 – Academic Integrity)** and the **DoE Generative AI in Queensland State Schools** guidance.

Principles

- **Integrity:** Assessment evidence must reflect each student's own knowledge, skills and creativity.
- **Transparency:** Students clearly declare any AI use including the tool and purpose.
- **Privacy & Security:** To protect students from uploading personal or sensitive information into external AI tools unless the service is DoE-approved and appropriate consent is obtained. (Corella dept AI Platform, and Turnitin)
- **Equity & Access:** AI use must not disadvantage any student; opportunities must be fair and inclusive.
- **Teacher-led Learning:** Teachers lead the use of AI, embedding it into pedagogical design, demonstrating critical thinking, creativity and safe, responsible use where appropriate.
- **Curriculum Alignment:** Teacher decisions regarding AI use in assessment follows QCAA and DoE requirements, and authentic tasks must reflect genuine student work.

Acceptable Use

When permitted by the teacher and task conditions, AI may support learning.

All permitted AI use must be cited appropriately (with screenshots and details of tool name, purpose, student's action and how work changed).

Unacceptable Use

Students must not:

- Submit work wholly or in part produced by AI in conditions requiring independent authenticity.
- Use AI to generate parts of a response where student's independent thinking is required.
- Fabricate or inaccurately represent data, sources or citations produced by AI.
- Upload assessment items, drafts or other students' work, or personal/sensitive information to non-approved platforms.
- Rely solely on AI output without review, verification, and critical thinking.

School Responsibilities

- Clearly state AI conditions on each task: Prohibited / Limited / Allowed with Attribution.
- Provide explicit learning and assessment design that supports safe, effective AI integration and ensures fairness and authenticity where appropriate.
- Capture process-evidence for authentication at regular checkpoints throughout the learning (e.g. drafts, supervised work, class notes, oral explanation).

- Provide professional teaching and learning on ethical, safe, critical and responsible AI use.

Authentication & Verification

- The school uses QCAA-aligned strategies to confirm authenticity: such as but not exclusive of: task checkpoints, Turnitin authenticity checker (proposal, annotated plan, draft) phases, supervised in-class work, oral explanations.
- AI detection tools alone are not reliable and must not be used as the only measure of authenticity.
- Teacher asks questions to clarify understanding and authenticity of work

Privacy, Consent & Approved Services

- Students must not upload personal information and/or assessment or other students' information into external AI tools.
- Staff must comply with the Department of Education Information Management, Privacy and Security Policy and related procedures.

Incidents & Consequences

Suspected misuse or non-compliance will be managed under the school's Assessment Policy and the QCAA academic integrity processes. Consequences may include re-authentication, an alternative and comparative task, or penalties consistent with QCAA/Department of Education rules.

Level	Response Type	Examples
Level 1	Educational Response	Formal record, parent contact, student conference, AI-use guidance, resubmission opportunity, academic integrity lesson
Level 2	Authenticity Verification	Formal record, parent contact, student interview, submission review, provision of drafts, checkpoints, evidence of student work
Level 3	Assessment Adjustment	Formal record, parent contact, redaction of AI-generated content, grading based on authenticated work only
Level 4	Academic Misconduct Process	Formal record, parent contact, leadership involvement, examination misconduct procedures
Level 5	Reassessment Action	Formal record, parent contact, supervised resit or alternative authenticated assessment opportunity

References:

- Department of Education – Generative AI in Queensland State Schools (July 2024)
- QCAA – Artificial Intelligence Guidance for Schools & Students
- QCAA – QCE & QCIA Policy and Procedures Handbook (Section 8)
- Department of Education – Information Management, Privacy and Security Policy & Online Services Consent Guidelines