GENERATIVE AI POLICY

Approved by the Principal in August 2025

Help for non-English speakers
If you need help to understand this policy, please contact the General Office.

PURPOSE

This policy sets out requirements for THS in the use of generative artificial intelligence (AI) tools. It provides advice for THS staff and students around how to use generative AI tools in a safe and responsible way, as well as advice on how to promote academic integrity in recognition of potential student use of generative AI tools.

Thornbury High School recognises that generative AI technologies are rapidly evolving and becoming increasingly integrated into education and the broader society. We believe in preparing our students to understand, use, and critically evaluate these technologies in ways that enhance their learning while maintaining academic integrity and ethical standards. At the same time, we recognise that the use of generative AI does not replace learning, which involves deep thinking, engagement with ideas, and application of skills and knowledge acquired.

Our approach to generative AI aligns with the Australian Framework for Generative Artificial Intelligence in Schools and the Department of Education's policies. We aim to harness the potential benefits of these tools while managing associated risks and ensuring their use supports our educational objectives, in line with the Teaching and Learning principle (1.1) of the Australian Framework.

The Thornbury High School approach also recognises that over-reliance on generative AI in the learning process has been linked to a decline in students' ability to think critically, evaluate sources of information, and recall information or facts (MIT 2025). Other studies also suggest that the use of generative AI by students reduces their creativity and their ability to think analytically (Zhai & Wibowo 2024). The Thornbury High School Learning Model outlines how lessons are planned and delivered at this school in order to maximise students' opportunities in class through our use of explicit teaching strategies.

SCOPE

This policy applies to all students, staff, and members of the Thornbury High School community. It covers the use of generative AI tools in all school contexts including teaching and learning activities, assessment, and school administration.

DEFINITION

For the purpose of this policy, "generative artificial intelligence (AI)" refers to a type of computer-based model that can generate new content or modify existing content in response to user prompts. The inputs and outputs of generative AI tools can include text, images, audio, computer code, and other types of data.

PROTECTING PRIVACY AND PERSONAL DATA
In order to protect the privacy and personal data of all staff and students at THS, staff and students must not load any personal information about students or staff onto the tool (for example, student names, reports, personal histories and contact details). Staff must also not enter any information about the school that could be sensitive (for example, student assessment data and student attendance records). This is because content may be used and reused by the platform and its users, which may constitute a privacy breach.

LIMITS IN THE USE OF GENERATIVE AI
Teachers should set expectations in relation to the use of Generative AI and build a culture of academic integrity. This includes:

- designing assessments with consideration of generative AI tools, considering how to avoid opportunities for the use of generative AI to complete tasks or assignments. This includes the use of assessment tasks that are completed electronically and submitted online without direct supervision by a teacher. For assessment tasks to be meaningful and authentic, teachers need to consider carefully how to assess what students are able to achieve without the assistance of generative AI tools.
- identifying and responding to the inappropriate use of generative AI tools in assessments.

Students should **not** use Generative AI for classroom learning activities, homework or assessment tasks unless directed to do so by their teacher.

Staff and students should:

- not upload media including depictions of students, staff or parents (for example, photos, audio, video), or generate images or other media in the likeness of these persons
- not generate artefacts that mimic a cultural tradition in a way that is disrespectful or offensive (for example, images mimicking Koorie artwork).

Staff must also consider community expectations when using generative AI tools to communicate with students and parents in ways that involve the unique voice and professional judgement of teachers and school leaders. This includes acknowledging the use of generative AI tools where the community would reasonably expect the unique voice of a staff member or leader.

During implementation of any generative AI tool, schools should:

- ensure the use of generative AI tools is disclosed when tools have an impact on others – disclosure can be given to teachers, staff, students, parents and carers
- ensure monitoring of benefits and risks
- consider de-implementing any tool if benefits are not realised or risks are not being adequately managed.

OPPORTUNITIES IN THE USE OF GENERATIVE AI

When allowing the use of Generative AI with students, staff should:

- Make sure that any terms of use set out by the provider of the tool are complied with, including age limits
- Seek parental consent if the registration of the use of the Generative AI tool requires personal information beyond the provision of a school email address and the creation of a password

Staff are encouraged to:

- Incorporate learning about generative AI into relevant curriculum areas
- Support students to understand how generative AI works, its capabilities, limitations, and potential biases
- Teach students how to craft effective prompts and critically evaluate generative AI outputs
- Model the safe, responsible, and ethical use of generative AI tools
- Configure generative AI tool settings to protect privacy and restrict harmful content

COMMUNICATION

This policy will be communicated to our school community in the following ways:
- Provided to staff at induction and included in staff handbook/manual
- Discussed at staff meetings/briefings as required
- Made available in hard copy from Reception upon request

FURTHER INFORMATION AND RESOURCES

This policy should be read in conjunction with the following Department policies and guidelines:

- Child Safe Standards
- Digital Learning
- Digital Technologies – Responsible Use
- ICT Software in Schools – Risk Assessment
- Intellectual Property and Copyright
- Photographing, Filming and Recording Students
- Privacy and Information Sharing
- Technologies and ICT Services in Schools

REVIEW CYCLE

Policy updated:	August 2025
Approved by:	Principal
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