

HIGHVALE SECONDARY COLLEGE

AI ACCPETABLE USE POLICY



Help for non-English speakers.



If you need help to understand the information in this policy, please contact Highvale Secondary College front office.

PURPOSE

Highvale Secondary College recognises that Artificial Intelligence (including generative tools such as Copilot, ChatGPT, Canva and image generators) has the potential to enhance learning, support creativity and streamline aspects of teaching and administration. This policy sets out how AI tools may be used responsibly, ethically and safely by students and staff.

Our goal is to ensure that the use of AI aligns with our school values and supports student learning, wellbeing and safety. We are committed to using AI in ways that promote fairness, transparency, accountability and privacy.

SCOPE

This policy applies to all students (Years 7 to 12), all staff and any member of the school community using AI tools or platforms on school devices, networks or in connection with school-based activities at Highvale Secondary College. It includes all learning areas (English, Maths, Science, Humanities, Health and PE, Languages, Technologies, The Arts and Extra-curricular programs).

Staff use of technology is governed by the following Department policies:

- [Acceptable Use Policy for ICT Resources](#)
- [Cybersafety and Responsible Use of Digital Technologies](#)
- [Digital Learning in Schools](#)
- [Privacy Information Sharing](#)
- [Software Administration Systems](#)
- [Generative Artificial Intelligence](#)

DEFINITIONS

- **Artificial Intelligence (AI):** Computer systems capable of performing tasks that normally require human intelligence, such as understanding language, recognising patterns, or generating content.
- **Generative AI:** A type of AI that can create original content including text, images, audio, video or code. Examples include ChatGPT, Microsoft Copilot, and image generators like DALL·E.
- **AI Tool:** Any software, app, or platform that uses artificial intelligence technologies. This includes both generative and non-generative AI applications.

- **Microsoft Copilot:** An AI assistant embedded within Microsoft 365 apps (e.g. Word, Excel, PowerPoint) that helps users draft, summarise, analyse or enhance their work using natural language prompts.
- **AI Output:** Any material produced by an AI tool, including suggestions, summaries, images, or answers.
- **Academic Integrity:** The commitment to honest and responsible scholarship. This includes not presenting AI-generated content as original student work without acknowledgment.
- **Plagiarism:** Presenting another person's work—including that of an AI tool—as one's own without appropriate acknowledgment.
- **Consent (AI-related):** Opt-in parent or caregiver approval for a student to use AI tools in educational settings, particularly when tools collect or process student information.
- **De-identified Data:** Information that has had personal identifiers removed (e.g. names, email addresses) to protect individual privacy.
- **Bias (in AI):** A tendency of AI systems to produce unfair, inaccurate or unbalanced results due to limitations in training data or design.
- **Deepfake:** An AI-generated video, image, or audio that falsely depicts a person or situation, often for misleading or harmful purposes.
- **Prompt:** A question, instruction or statement entered into an AI tool to guide its response or output.
- **ST4S (Safer Technologies for Schools):** A national framework for assessing the safety, security, and privacy compliance of digital tools used in schools.
- **VPN (Virtual Private Network):** A technology used to mask online identity and location. Use of VPNs is prohibited on the school network.

POLICY

Vision for Artificial Intelligence and Digital Learning at our school

The use of Artificial Intelligence (AI) in education reflects an emerging and important dimension of digital learning. When used safely, ethically and intentionally, AI tools, including generative platforms like ChatGPT and Microsoft Copilot, can enhance teaching, streamline administrative tasks and support student engagement, creativity and wellbeing.

Highvale Secondary College recognises that AI has the potential to transform learning through dynamic, interactive and personalised experiences. With appropriate guidance and safeguards, AI can help students think critically, explore new ideas, receive timely feedback and access learning tailored to their individual needs.

Our vision is to empower students and staff to use AI tools with confidence, responsibility and integrity. These tools will enhance planning, learning, assessment and collaboration. We are committed to embedding AI use that is human-centred, transparent, inclusive and aligned with our school values. By preparing students to use AI wisely, we equip them for the future while ensuring safety, equity and academic excellence in the present.

Acceptable Student Use at Highvale Secondary College

Digital technologies, if not used appropriately, may present risks to users' safety or wellbeing. At Highvale Secondary College we are committed to educating all students to use digital technologies safely, equipping students with the skills and knowledge to navigate the digital world.

Highvale Secondary College students may only use AI tools under the following conditions:

- Use is directed or approved by a Principal, co-ordinator, teacher or education support person.
- The tool has been approved by the school.
- Parent or caregiver consent has been provided through the Compass portal.
- The AI use is for a clear educational purpose that enhances understanding or creativity.
- The student cites where and how they have used AI.
- The student understands how to use AI critically and appropriately.
- The student understands their responsibility to reflect critically on the content produced by AI.

Student Behavioural Expectations

When using digital technologies, students are expected to behave in a way that is consistent with Highvale Secondary College's *Statement of Values, Student Wellbeing and Engagement* policy, and the *Bullying Prevention* policy.

When a student acts in breach of the behaviour standards of our school community (including cyberbullying, using digital technologies to harass, threaten or intimidate, or viewing, posting or sharing of inappropriate or unlawful content), Highvale Secondary College will institute a staged response, consistent with our student engagement and behaviour policies.

The following are considered breaches of this policy:

- Submitting AI-generated work as original without permission.
- Creating or distributing deepfakes or AI-altered media of students or staff.
- Generating offensive, threatening, harmful or discriminatory content using AI.
- Impersonating others using AI. • Using AI to deceive, harass or interfere with the safety or wellbeing of others.

Breaches will be managed through the school's Sub schools, aligned with the College *ICT Acceptable Use Policy*.

Consequences may include:

- Removal of network access privileges
- Removal of email privileges
- Removal of internet access privileges
- Removal of printing privileges
- Parent meetings
- Suspension
- Referral to external authorities such as the eSafety Commissioner or Victoria Police

Consequences will depend on the severity of the breach and the context of the situation, and will be consistent with the school's Student Wellbeing and Engagement and Bullying Prevention policies.

Staff Responsibilities for AI Use at Highvale Secondary College

At Highvale Secondary College, we are committed to supporting all staff to use AI tools safely, ethically and effectively. We aim to equip teachers with the professional judgement, skills and knowledge needed to model responsible AI use and guide students in navigating these emerging technologies.

At Highvale Secondary College, teaching and support staff may use AI tools to support in planning, preparation, assessment and feedback. However:

- AI must not replace teacher judgement or professional responsibility in assessment or reporting
- Teachers must critically review, edit and personalise any AI-generated content before sharing it with students or families
- Teachers must explicitly teach students how, when and why to use AI tools safely, ethically and productively
- Where appropriate, teachers must provide alternative arrangements for tasks requiring the use of AI and related technologies without penalty to students
- Staff must remain vigilant and critical, ensuring that the technology is used appropriately at all times

Approval and Consent

Artificial intelligence tools must be introduced thoughtfully to ensure safety, transparency and fairness. At Highvale Secondary College, we are committed to upholding the rights of families and meeting all legal, ethical and departmental obligations before students engage with AI technologies. Clear approval processes and informed consent are essential to maintaining trust, protecting privacy and ensuring equitable access for all learners.

Before any AI tools are introduced to students:

- They must meet laws, regulations and school rules.
- Teachers must confirm that parental consent has been provided in Compass.
- If no consent has been provided, students must not use or be directed to use AI tools. In this case, students must not be disadvantaged or penalised.

Network Compliance and VPN Use

Use of VPNs (Virtual Private Networks) by students or staff is strictly prohibited. VPNs can:

- Bypass school content filtering and safety systems
- Compromise cybersecurity and data protection
- Allow access to unapproved or unsafe AI tools and websites

Any use of VPNs, whether on school-managed or personal devices, while connected to the school's Wi-Fi or network is a breach of this policy. Breaches may result in the removal of device or network privileges, disciplinary action and referral to leadership.

Privacy, Security and Data Protection

Highvale Secondary College is committed to protecting the privacy and personal information of all students and staff. In accordance with Department of Education policies and relevant privacy legislation, the following safeguards must be observed when using AI tools:

- Staff and students must not input personal, sensitive or identifying information into any AI tool.

- Any data used in AI platforms must be de-identified prior to submission, unless the tool has been formally assessed and approved as data-safe.
- Only AI tools that meet Department standards, including those approved under [Safer Technologies 4 Schools](#), may be used at school.
- AI tools must not be used to store, transmit or process any student-related health, contact, academic or wellbeing information.

These measures ensure that AI is used responsibly and in ways that uphold the privacy and safety of our school community.

Indigenous Data Sovereignty and Cultural Property

Highvale Secondary College acknowledges the enduring custodianship of Aboriginal and Torres Strait Islander peoples and recognises their rights to govern and protect their cultural knowledge, stories and data. The use of AI tools must reflect cultural respect, integrity and alignment with these principles.

AI tools must not be used to:

- Create, replicate or imitate Aboriginal or Torres Strait Islander art, music, stories, languages or cultural symbols.
- Generate images, voices or representations of Aboriginal or Torres Strait Islander peoples or cultural practices.
- Upload, input or use community materials (such as photographs, artworks or recordings) without appropriate permissions.

Students and staff may explore Aboriginal and Torres Strait Islander histories and cultures using AI only when:

- The information is sourced from credible, publicly available Indigenous-led platforms.
- The activity is guided by a teacher, conducted with cultural respect, and directly aligned with curriculum outcomes.

These expectations are part of our broader commitment to reconciliation, cultural safety and ethical practice in the use of digital technologies.

Academic Integrity

Highvale Secondary College upholds the principle of academic integrity and expects all students to complete work honestly and independently. The use of AI tools must support learning, not replace it. Misusing AI to complete tasks dishonestly will be treated as a breach of assessment policy and may be considered plagiarism or cheating.

Students are expected to:

- Follow teacher instructions about when AI tools may or may not be used in learning and assessment tasks.
- Clearly acknowledge any use of AI when required, such as through a footnote or bibliography.
- Seek clarification if unsure about the appropriate use of AI for a particular task.

Teachers are encouraged to design assessments that promote critical thinking and originality, and to clearly communicate expectations regarding the permitted use of AI tools.

Equity and Accessibility

Highvale Secondary College is committed to ensuring that the use of AI supports the diverse learning needs of all students. AI tools will not be used in ways that disadvantage students with additional learning needs, those who lack access to devices outside of school, or students whose families have not provided consent for AI use. Teachers will make reasonable adjustments to ensure that all

learning activities involving AI are inclusive, accessible and responsive to individual student circumstances. This includes offering alternative tasks, supports or technologies where needed to maintain fairness and equitable participation.

Training and support

The school will provide:

- Ongoing professional learning for staff on how to use AI tools safely, effectively and ethically.
- Resources and support for teachers to integrate AI meaningfully into teaching and assessment.
- Opportunities for students to develop AI literacy and critical thinking skills.
- Communication with families about the use of AI in classrooms and how consent is managed.

Related policies and frameworks

This policy aligns with:

- [Victorian Department of Education Generative AI Policy \(2024\)](#)
- [Australian Framework for Generative AI in Schools \(2023\)](#)
- [Privacy and Data Protection Act 2014 \(Vic\)](#)
- [Digital Learning in Schools policy](#)
- [ICT Acceptable Use policy](#)
- [Child Safety and Wellbeing policy](#)
- [eSafety Commissioner guidelines](#)
- [AIATSIS: Code of Ethics for Aboriginal and Torres Strait Islander Research](#)

COMMUNICATION

This policy will be communicated to our school community in the following ways [please delete the options below in yellow if you do not intend to use these methods. Note that the first two methods are mandatory]:

- Available publicly on our school's website
- Included in staff induction and child safety training processes.
- Discussed at staff briefings/meetings as required.
- Included in our staff handbook.
- Discussed at parent information nights.
- Included in transition and enrolment packs
- Included in student diaries so that it is easily accessible to parents, carers, and students.
- Included as annual reference in school newsletter.
- Discussed in Connect through communication tools.
- Made available in hard copy from school administration upon request.

POLICY REVIEW AND APPROVAL

Policy last reviewed	25/11/2025
Consultation	Education Sub Committee – School Council –
Approved by	Principal and School Council (Pending)
Next scheduled review date	June 30 2026