

Use of AI Platforms in the Classroom

Standard Operating Procedure (SOP)

I. PURPOSE

The purpose of this document is to establish guidelines for the ethical, secure, and responsible use of Artificial Intelligence (AI) technologies in our College community. It is designed to provide a framework for the appropriate use of AI technologies while ensuring that students' privacy, security, and ethical considerations are paramount.

II. SCOPE

This Standard Operating Procedure (SOP) document applies to all members of the College community, including students, teachers, administrative staff, and other stakeholders who may use AI technologies in the College environment. It particularly covers generative AI technologies, such as Large Language Models.

III. PROCEDURE STATEMENT

A clear statement of the College's commitment to the ethical use of AI:

Newman Senior Technical College is committed to using AI technologies in an ethical, transparent, and responsible manner. We acknowledge that AI technologies have the potential to significantly enhance student learning and engagement, but we also recognise the importance of protecting student privacy and ensuring that the use of these technologies is consistent with ethical considerations.

The use of AI technologies in our College aligns with our educational philosophy. AI technologies have the potential to support personalised learning and help teachers identify areas where students need extra support.

They can also support research and writing activities and provide opportunities for students to develop skills related to critical thinking, problem-solving, and digital literacy.

IV. RESPONSIBILITIES

The following individuals and groups are responsible for the implementation and maintenance of this SOP:

- College leadership: responsible for providing resources, guidance, and support for the implementation of the SOP.
- Teachers: responsible for implementing the SOP in their classrooms, including providing instruction on the ethical and responsible use of AI technologies.
- Administrative staff: responsible for ensuring that AI technologies are used in compliance with the SOP, including data privacy and security policies.
- Students: responsible for using AI technologies in an ethical and responsible manner, as outlined in this SOP.
- Parents/guardians: responsible for supporting their children's appropriate and ethical use of AI technologies in compliance with this SOP.

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Standard Operating Procedure (SOP)

V. ETHICAL CONSIDERATIONS, TRANSPARENCY AND ACCOUNTABILITY

The use of AI technologies in the Classroom environment must align with the College's values and ethical principles. The College will be transparent about its use of AI technologies, including providing clear explanations of how they are used and why.

AI technologies have limitations and potential biases that must be considered when using them in an educational environment. The College will also provide training and support to staff and students on how to identify and address potential biases in the use of AI technologies.

VI. DATA PRIVACY AND SECURITY

The College undertakes processes so that personal data is kept secure and student privacy is protected. This includes measures such as encryption, access controls, and data backups, as well as training to ensure compliance and understanding.

VII. ACCEPTABLE USE

The College promotes the acceptable and responsible use of AI technologies in the classroom, under the supervision of teachers and at their discretion. The use of AI technologies is to be aligned with educational objectives and is transparent and clearly communicated to students and parents. The College provides training to staff and students on data privacy and security best practices and encourages students to critically evaluate the ethical and social implications of AI technologies. The responsible use of AI technologies in the classroom can enhance the learning experience and prepare students for the future workforce.

VIII. ACADEMIC INTEGRITY

The use of AI technologies in the classroom is subject to the College's existing academic policies. Breaches of academic integrity, including malpractice and plagiarism involving the use of AI technologies, will be treated as such and disciplinary action will be handled in accordance with the existing SOP. Issues of malpractice and plagiarism are also covered in detail within each student's agreement with NESAs regarding HSC: All My Own Work.

It is the responsibility of every Newman student to show development in their learning. This will mean that, on request, any content produced should be able to be given context and supported by evidence of how drafts or ideas were formed, grown, iterated and refined to realise a final piece of work.

It is not the responsibility of the College to detect AI use, instead, responsibility of the student to demonstrate that the work produced is original and conforms with ethical expectations.

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Standard Operating Procedure (SOP)

Statement on Student Enrolment Letter of Acceptance Google Form:

Newman Senior Technical College recognises the potential for Artificial Intelligence (AI) in supporting learning. However the very nature of AI lends itself to misuse such as plagiarism, and as such, the College seeks to clarify its expectations regarding appropriate use.

*The **NSTC Standard Operating Procedure for the Use of AI Platforms in the Classroom** sets expectations that staff and students uphold the highest ethical standards when using AI.*

A copy is available here: [LINK](#). Please read the SOP and confirm below.

- I have read and accept the Standard Operating Procedure for the Use of AI Platforms in the Classroom.*