

Artificial Intelligence Use Policy for SIDE

Purpose

This policy ensures that Artificial Intelligence (AI) tools are used ethically and responsibly in our distance education environment, promoting academic integrity and fairness across all year levels. The policy is supported by:

- the SIDE Assessment Policy
- context-specific guidelines for students, based on the phase of learning
- the SIDE Digital Citizens resources.

Acceptable Use of AI

AI tools may support learning by providing extra resources, explanations, or practice. However, they should not be used to complete assignments, projects, or assessments for students. All submitted work must reflect the student's own understanding, effort and creativity.

Students may use AI to enhance their learning, but not as a replacement for personal effort or independent thought. If what comes out of the AI tool looks very different from the prompt, then it is no longer the student's own work.

Teachers should provide clear guidelines to support students on when AI use is or is not acceptable.

Academic Integrity

Using AI must align with academic honesty. Students must not use AI to plagiarise, misrepresent their work, or bypass academic tasks.

If AI assistance is used, it should be acknowledged appropriately. Students must be transparent about how AI contributed to their work and follow school guidelines regarding its use. Presenting AI-generated work as entirely their own is a breach of the SIDE Assessment Policy.

Teachers may use AI and plagiarism detection tools as a validation activity to support academic integrity and assist in confirming the authenticity of student work, in alignment with school assessment policies.

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Referencing guidelines

The extent to which referencing is required in primary year levels will be guided by SIDE teachers.

Year Level	In-Text Citation	Reference List/Bibliography Entry
K-6	(Name of AI tool, Year)	AI tool (2025) <i>Answer to a question about [topic]</i> , 29 April. Generated with: [URL of AI tool homepage]
7-10		AI tool (2025) <i>Response to a question about [topic]</i> , 29 April. Generated with: [URL of AI tool homepage]
11-12		AI tool (2025) <i>AI-generated response to a question about [topic]</i> , 29 April. Generated with: [URL of AI tool homepage]

Fairness and Accountability

AI may be used as a learning tool, not for an unfair advantage. Students must ensure their AI use aligns with educational goals and does not undermine the fairness of assessments.

Teachers and school administrators may set specific AI use guidelines for assignments to maintain consistency and fairness in the learning environment. Where teachers suspect AI use in Assessment Tasks, the relevant Assessment Policy actions will be implemented.

Digital Citizenship and Critical Thinking

Students must understand the limitations and potential biases of AI tools. They are encouraged to critically assess AI-generated content and cross-check information for accuracy and reliability.

Responsible AI use means making ethical decisions and respecting others' work. Students should not use AI to mislead, deceive, or harm others.

Parental Involvement

Parents are encouraged to help their children understand ethical AI use by guiding them to make responsible choices. They should support AI use that aligns with this policy, fostering integrity and academic honesty.