



TOWNSVILLE GRAMMAR SCHOOL

ARTIFICIAL INTELLIGENCE POLICY

PURPOSE	This policy sets out Townsville Grammar School's expectations for the safe, ethical and effective use of Artificial Intelligence (AI). It is intended to protect students, staff and School information; maintain the integrity of learning and assessment; support the development of responsible AI literacy; and ensure that AI is used with clear oversight and accountability.		
SCOPE	Students, parents/carers and employees, including full-time, part-time, permanent, fixed term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements at Townsville Grammar School. This policy also applies to AI systems, tools, platforms and services used in connection with teaching and learning, assessment and feedback, administration and operations, communication, and content creation.		
REFERENCES			
REVIEWED	Annually	NEXT REVIEW DATE	January 2027
POLICY OWNER	Deputy Principal		

Policy

Townsville Grammar School supports the thoughtful and responsible use of AI. That support sits alongside a clear expectation: AI is a tool to assist people, not replace professional judgement, human relationships or personal responsibility. Its use must always be safe, ethical, transparent where required, and subject to appropriate human oversight.

1. Core Principles

- Human oversight: AI may assist thinking and workflow, but it does not replace professional judgement, personal responsibility or the relational work at the centre of schooling.
- Data privacy and security: School, staff and student information must be protected at all times.
- Integrity of learning: Assessment, feedback and classroom practice must continue to reflect genuine student understanding, effort and progress.
- Transparency: Where AI has been used in a way that is relevant to a decision, process or piece of work, that use should be open, explainable and accountable.
- Equity and fairness: AI must not disadvantage students, staff or families, whether through access, bias, inappropriate use or reduced opportunities to build knowledge and skill.
- Educational and operational value: AI should be used where it adds clear value to learning, efficiency or service quality, not simply because it is available.

2. Data Privacy and Security

Staff and students must not upload, paste, record or otherwise disclose protected or sensitive information into public or unapproved AI systems. This includes, but is not limited to:

- Personally identifying student information.

- Staff personal or employment information.
- Assessment materials, examination papers or marking guides.
- Confidential communications.
- Strategic, financial or operational information.
- School intellectual property.

Only approved AI systems that meet the School's data protection and security expectations may be used for School-related purposes. The School will maintain and review a register of approved AI tools. Approval will be informed by educational or operational need, data-handling practices, security protections and intended use.

3. Staff Use of AI

Staff may use approved AI tools to assist with tasks such as lesson planning, differentiation, resource development, drafting, summarising information and improving workflow efficiency. Any staff member using AI remains responsible for the final document, communication, judgement or decision.

AI-generated material must be reviewed carefully, checked for accuracy and suitability, and edited as needed before it is used. No protected School, staff or student data may be entered into unapproved systems.

4. Student Use of AI and Academic Integrity

The School supports the development of student AI literacy and recognises that AI can, in some contexts, be a useful learning tool. Students may use AI for purposes such as research support, idea generation or feedback on drafts only where that use has been permitted by the teacher.

Students must not use AI in ways that compromise the integrity of assessment. Submitted work must reflect the student's own understanding and effort. Depending on the task, students may also be required to acknowledge how AI has been used. Teachers will communicate expectations clearly and should ensure students continue to build foundational knowledge and skills rather than coming to rely on AI as a substitute.

5. Parents and the Wider School Community

Parents are part of the wider School community in which responsible AI use and AI literacy are being developed. The School will provide appropriate communication and guidance so that parents understand how AI is being used in learning, assessment and School operations.

Parents are encouraged to support safe and ethical AI habits while also recognising the ongoing importance of traditional approaches to learning, assessment and skill development.

6. Administration, Communication and Human Review

Administrative and support staff may use approved AI tools to improve efficiency and assist with scheduling, summarising information, drafting, analysis and reporting.

No communication may leave the School without human review. The same applies to internal communication and applies to emails, letters, reports, public-facing content and communication with parents/guardians and external organisations. AI may assist with drafting or editing, but a staff member must review and approve all content before it is distributed or published.

7. Harm, Misuse and Reputational Risk

AI must not be used to create, distribute or support degrading, offensive, misleading or harmful content. This includes inappropriate generated images, audio or video, impersonation, deepfakes, voice cloning, fabricated evidence, and any material that may cause reputational harm to a student, staff member, family or the School.

Any AI use that threatens safety, dignity, wellbeing, privacy or trust within the School community is prohibited and may result in disciplinary consequences.

8. Approved Tools and Safer Environments

Only approved AI systems may be used for School purposes; and some tools may only be approved for roles, contexts or tasks. This approval is granted by the Principal or their delegate.

Where available, School-protected environments, such as approved Microsoft 365 tools, should be used in preference to public tools because they provide stronger safeguards for school-related work.

9. Training, Monitoring and Compliance

The School will support staff and students through ongoing AI awareness, guidance and professional learning.

AI use may be monitored to ensure compliance with this policy and with related School expectations. Breaches of this policy may result in academic consequences for students or professional and disciplinary action for staff.

10. Review

This policy will be reviewed annually and updated if significant technological, legal, regulatory or educational developments require. Detailed classroom, assessment and workflow guidance may be issued separately to support the implementation of this policy in specific contexts.