

SCHOOL GENERATIVE AI ACTION PLAN

Generative AI Policy & Guidelines

1. Formation of the AI Working Group

Establish a working group consisting of key staff stakeholders.

2. Responsibilities of the Working Group

The AI Working Group oversees the integration of generative AI in the school. They address key concerns for staff and students, set parameters on access and usage, and ensure data and content integrity. Their goal is to balance educational needs with safety and appropriateness.

Staff Considerations

Staff Access Determine which generative AI platforms should be accessible and which should be restricted.	Data Understand where the data is stored and if/how it's shared.	Usage and purpose Define boundaries for appropriate work-related usage.	Content Set guidelines on information, considering privacy, copyright, and IP.
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Student Considerations

Student Access Decide which generative AI platforms students can access on filtering system.	Data Clarify how and where student data is stored or disseminated.	Usage and purpose Establish criteria for what constitutes acceptable and unacceptable usage for school purposes..	Content Create rules about what information must remain private due to privacy concerns, copyright, and IP.
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Process Management

Investigations Formulate a standardised procedure to investigate any suspected misuse or inappropriate application of generative AI.	Common language Develop a common language for teachers to use around generative AI with students.
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3. Policy Updates & Integration

Review and adjust existing school policies to align with the new generative AI guidelines.

Possible policies that may need revision include:

Professional guidelines for staff	Assessment policy	Technology policy	Plagiarism & copyright policy
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Generative AI Integration Blueprint

Integration requires clear planning, training, and communication.

Develop an implementation plan that includes the following:

Time allocation for teachers to learn the technology.	Training and support for teachers.	Communication schedule for staff, students, and parents.
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