Use of Artificial Intelligence (AI) at Paraparaumu Beach School

Introduction

This procedure outlines the appropriate use of artificial intelligence (AI) at Paraparaumu Beach School. The guidelines below acknowledge the benefits AI can have on productivity, thus reducing workload to support staff, whilst ensuring staff remain fully aware of the concerns related to professional integrity, bias and privacy.
NB: This procedure aligns with Ministry of Education guidance relating to digital technologies, learner wellbeing, privacy, and online safety, and Our Code, Our Standards – Ngā Tikanga Matatika, Ngā Paerewa (Teaching Council of Aotearoa New Zealand).

Definitions:
● "Artificial Intelligence" (AI) refers to computer systems that can perform tasks that typically require human intelligence, such as learning, problem-solving, and decision-making.
● "Artificial Intelligence (AI) in Education" refers to the use of AI tools to enhance teaching and learning processes, streamline administrative tasks, and provide personalised or differentiated educational experiences.

Guiding Principles:
Use of AI at Paraparaumu Beach School is guided by the following principles:

● Professional judgement and human relationships remain central
● AI supports, but does not replace, teachers
● Student privacy and wellbeing are paramount
● Cultural understanding and ethical practice cannot be automated
● Transparency and critical thinking are essential

Approved Platforms and Tool Use:
● Google Gemini is the school's <u>preferred AI platform</u> when accessed while logged in through a school-managed Google account, due to its alignment with Google for Education data protection and security controls.
● Other AI tools may be used or explored by staff, provided their use aligns with the guiding principles, expectations, and privacy requirements outlined in this policy, and does not compromise student data, professional integrity, or learner wellbeing.
● <u>Not Approved at This Time</u> - Gmail AI agents or automated email assistants are not permitted, due to unresolved privacy, data access, and consent risks.

General Expectations:
At Paraparaumu Beach school staff;

● are permitted to use AI tools to reduce workload, such as for unit planning, curriculum differentiation, creating resources, proofread/refine professional documents and general administrative tasks
● must critically review and verify AI outputs for accuracy, hallucinations (fabricated content), bias, and appropriateness
● will maintain their own professional voice and responsibility for the content of final outputs
● will protect the privacy of others by ensuring all AI usage is free from sensitive and personal data (e.g. student-specific information such as names, addresses, or other

identifying factors) *NB: Assume that free or commercial AI tools may store, analyse, or monetise usage data*
- are encouraged to be open and transparent about their use of AI tools
- are encouraged to undertake professional learning in AI use and share knowledge and insights gained from AI use to support collective learning and responsible implementation

Ethical and Cultural Issues in AI
Ethical Considerations, Bias Awareness and Cultural Limitations Bias in AI refers to outputs which contain unfair or inaccurate information, resulting from how the AI engine was created or informed *e.g. built on flawed data/algorithms, unfairly prejudiced by human influence or oversight, developed from datasets containing stereotypes, historical inequities.*

At PBS staff:
- are expected to critically evaluate content generated by AI, looking for biases and ethical concerns, and amending these outputs before use with a wider audience.
- will exercise caution when using AI tools for te ao Māori and te reo Māori purposes, as AI may lack cultural understanding and linguistic accuracy *e.g. AI should not be used to generate pepeha or interpret Māori cultural concepts.*
- will not rely upon AI tools for translations or interpretations related to any other culture, language, or diverse group, particularly when no native speaker is available to check outputs for bias, hallucinations, or inaccuracy.

Student Reports and Assessment
At Paraparaumu Beach School, teachers use their own professional voice and professional judgement to create individualised student reports.

AI tools may be used to:
- analyse assessment data, trends, strengths and needs
- proofread or refine wording of teacher-written report comments

Classroom Use of AI
Staff may model AI use in the classroom to demonstrate responsible engagement with technology, but students will not be permitted to use AI tools independently. *NB: AI capability embedded within school-approved learning software will be considered on a case-by-case basis.*

Student Safety, Digital Citizenship, and AI Awareness
While students do not have access to AI tools at school, it is recognised that many students will encounter or use AI technologies outside of school hours and beyond the school's digital environment.

Staff will continue to support students to develop critical awareness and safe online behaviours as related to digital citizenship and learner wellbeing. Through age-appropriate learning conversations, teachers can help students understand both opportunities and risks associated with AI.

Staff should be mindful of, and where appropriate support students to understand:

- Deepfakes and manipulated media – AI-generated images, video, or audio that appear real but are false
- Misinformation and fake news – AI-generated content can spread false or misleading information quickly

- AI companionship and emotional reliance – some AI tools simulate friendship or emotional support but are not people and cannot replace real relationships
- Privacy and digital footprints – AI platforms may collect and store user data
- Ethical and safe online behaviour – expectations of respect, honesty, and responsibility apply equally to AI-generated content

Teaching will be developmentally appropriate, factual, and focused on empowerment rather than fear.

Conclusion
Artificial intelligence is becoming increasingly present in daily life. As AI poses both advantages and threats, schools need to establish clear guidelines for its use, ensuring staff use AI responsibly while safeguarding student privacy and maintaining professional integrity.

NB: This procedure will be reviewed annually to adapt to technological advancements, emerging considerations, MoE guidance and changing educational needs.

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