

# Use of Artificial Intelligence (AI) at PBS

## 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.

## 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 advanced technologies to enhance teaching and learning processes, streamline administrative tasks, and provide personalised or differentiated educational experiences.

## Guidelines:

At Paraparaumu Beach school staff;

- may use AI tools to reduce workload, such as for unit planning, curriculum differentiation, creating resources and general administrative tasks
- will use personal and professional voice to create individualised student reports, not AI tools
- will review AI generated responses to identify and correct any inaccuracies otherwise known as "hallucinations" *e.g. The kiwi is a bird that can fly.*
- will protect the privacy of others by ensuring all AI usage is free from sensitive and personal data *e.g. we will not input student-specific information, including names, addresses, or other identifying factors*
- will use AI as an initial tool for drafting, with staff refining outputs to maintain their own professional voice and integrity
- are encouraged to be open and transparent about their use of AI tools
- may model AI use in the classroom to demonstrate responsible engagement with technology, but students will not be permitted to use AI tools independently
- are encouraged to undertake professional development on AI use to ensure staff remain informed about best practices and emerging ethical considerations
- are encouraged to share knowledge and insights gained from AI use to support collective learning and responsible implementation
- will continue to promote digital citizenship by using AI tools to enhance learning and promote critical thinking, ethical online behaviour, and online safety awareness.

## 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 etc.*

- 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.
- Staff should 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.*
- AI should not be relied upon for translations or interpretations related to any other culture, language or diverse group.

### **Conclusion**

Artificial intelligence is becoming increasingly present in day to day 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: The procedure will be reviewed regularly to adapt to technological advancements and changing educational needs.*

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