



# Shellharbour Anglican College

## **Student Use of Generative Artificial Intelligence (AI) in Assessment Tasks**

### **1. Purpose**

This policy provides clear guidance on the appropriate, ethical and responsible use of generative Artificial Intelligence (AI) tools by students. It aims to:

- Support learning and innovation
- Protect academic integrity
- Ensure assessment tasks accurately reflect student achievement
- Align with NESA assessment and reporting requirements

### **2. Scope**

This policy applies to all students in Years 7–12 and covers:

- All formal assessment tasks
- Homework and classwork where specified
- All generative AI tools (e.g. ChatGPT, Copilot, Gemini, image generators, paraphrasing tools)

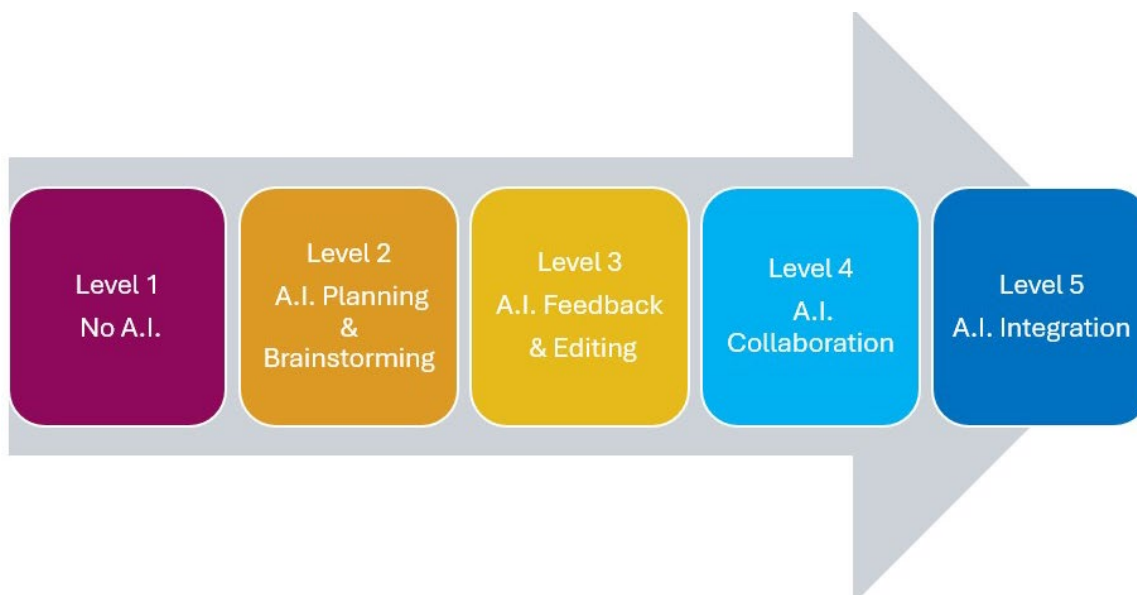
### **3. Guiding Principles**

- AI may be used only when explicitly permitted by the teacher.
- Students remain fully responsible for all submitted work.
- AI must not replace thinking, skill development or learning.
- Transparency is required: permitted AI use must be acknowledged where applicable.

#### 4. Levels of Acceptable AI Use in Assessments

Teachers will clearly state the permitted level of A.I. use for each formal assessment task using a common scale, as illustrated below. Students must follow the specified level.

##### Shellharbour Anglican College Senior School A.I. Usage Scale



##### Level 1 – No A.I. Use (A.I. Prohibited)

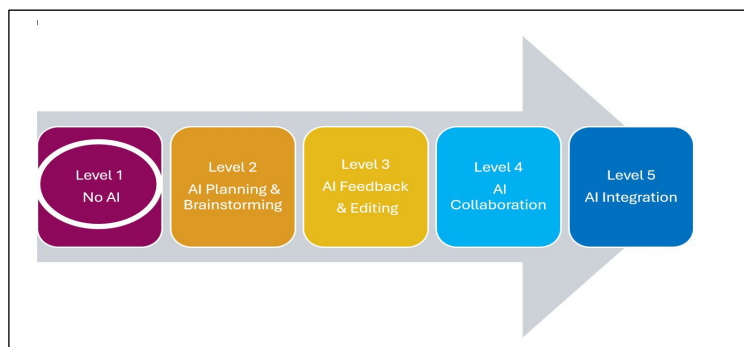
**Generative A.I. must not be used in the assessment task.**

Examples:

- In-class tests and exams
- Handwritten assessments
- Tasks assessing drafting, writing or thinking processes
- Musical performances or drama monologues
- Hand-drawn sketches or paintings completed in class
- Handwritten music theory or composition exercises

**X** Not allowed:

- Generating, paraphrasing or editing text using A.I.
- A.I. planning, summarising or idea generation

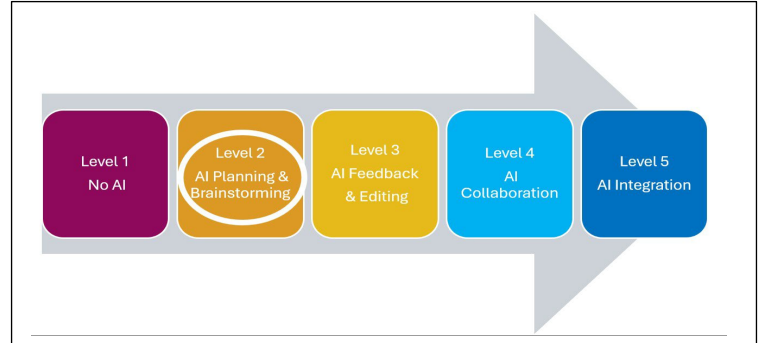


## Level 2 – A.I. for Planning and Brainstorming Only

**Generative A.I. may support early thinking but not the final product.**

Examples:

- Generating topic ideas
- Creating study questions
- Outlining arguments or research directions
- Generating a list of mood keywords for a song
- Brainstorming visual themes for a sculpture
- Outlining the narrative structure of a short film



✓ Allowed:

- Brainstorming prompts
- Planning assistance (e.g. headings, structure of work)

✗ Not allowed:

- A.I.-generated paragraphs or sentences in the final submission

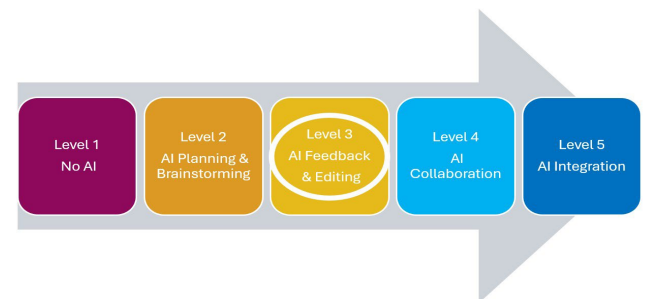
**NOTE:** Acknowledgement/reference required using the AI Use Statement template.

## Level 3 – A.I. for Feedback and Editing

**Generative A.I. may assist with improving student-created work.**

Examples:

- Checking clarity or structure
- Grammar and spelling suggestions
- Feedback on draft quality
- Checking the clarity of an artist statement
- Applying A.I. suggestions to refine song lyrics



**✓ Allowed:**

- Using AI to improve the clarity, tone, or grammar of a specific sentence while keeping your original ideas and most of your original vocabulary.
- Only rephrase approximately one out of every five sentences using AI. If more than 20% of the sentences in a paragraph are AI-rephrased, it begins to cross into "rewriting".
- You must be able to point to your original draft and show that the AI did not add new facts, arguments, or evidence that weren't already there.

**X Not allowed:**

- Rewriting entire sections
- Submitting A.I.-generated content as original work

For example:

- Allowing AI to generate a continuous block of text (a full paragraph or more) based on a prompt or asking the AI to "fix the whole essay".
- Any instance where an entire paragraph (3+ sentences) is substantially altered by AI in a single prompt constitutes "rewriting".
- If the AI introduces a new transition, a concluding thought, or a connecting argument that you did not explicitly provide in the original draft, it is a violation of Level 3.

**Prohibited Examples:**

- Prompting: "Rewrite this paragraph to sound more academic".
- Prompting: "Summarise my three bullet points into a concluding paragraph".

**Tip for Students:** If you feel like the AI is "doing the work for you" rather than "checking your work," you have likely moved from Level 3 to Level 4 or 5.

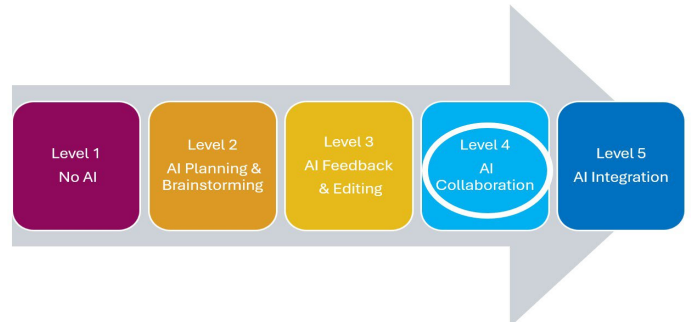
**NOTE:** Acknowledgement/reference required using the AI Use Statement template.

## Level 4 – A.I. Collaboration

**Generative A.I. may be used to assist learning, but student understanding must be evident.**

Examples:

- Explaining concepts
- Summarising teacher-provided material
- Assisting with coding or data analysis (where permitted)
- Summarising research
- Using A.I. for technical data analysis in a media project



### ✓ Allowed:

- A.I.-assisted explanations or support

### ✗ Not allowed:

- Submitting A.I. responses without adaptation, understanding or teacher approval

**NOTE:** Acknowledgement/reference required using the AI Use Statement template.

## Level 5 – A.I. Integration (Explicit Teacher Permission)

**Generative A.I. use is an intentional and assessed part of the task.**

Examples:

- Evaluating A.I. outputs
- Comparing human vs A.I. responses
- Ethical analysis of A.I. use
- Comparing human-composed melodies vs. A.I. versions
- Critically evaluating A.I. generated digital art



### ✓ Allowed:

- A.I.-generated content where directed

**NOTE:** Full documentation of A.I. prompts and use are required. Full citations in the bibliography are required including the prompts provided to the AI tool and any modifications made to its output.

## 5. Student Responsibilities

Students must:

- Follow the stated A.I. level for each task
- Ask their teacher if unsure
- Use AI tools, when allowed, ethically and with proper acknowledgment.
- Submit work that reflects their own learning
- Clearly state if AI has been used for planning and feedback, even when no AI-generated content is included in the final submission.
- Provide correct citations when AI use is permitted in an assessment to ensure transparency and uphold academic integrity.
- Retain drafts and planning evidence

## Collaboration and Group Work

When students work together on a task, they must follow these rules regarding AI:

- **Group Responsibility:** All students in a group are responsible for the whole assignment. If one person uses AI in a way that is not allowed, the entire group may face the consequences.
- **Checking Each Other's Work:** Every student must check their partners' work before handing it in. They must make sure that no one in the group used AI tools beyond the permitted level.
- **Reporting Problems:** If a student notices that a group member is using AI in a way that breaks the rules, they must notify their teacher before the due date. This protects the students who followed the rules.
- **Teacher Interviews:** If a teacher suspects a group has used AI incorrectly, they may interview students one-on-one. The teacher will ask students to explain their work to prove they wrote it themselves.
- **Group AI Statement:** Every group must hand in one "AI Use Statement." By signing this form, every student in the group agrees that they have checked the work and followed the AI rules.

## 6. Teacher Responsibilities

Teachers will:

- Clearly state permitted A.I. use for each assessment
- Provide guidance on ethical use
- Design assessments that support academic integrity
- Apply this policy consistently and fairly

## 7. Unauthorised Use of A.I. in Assessments

### 7.1 Identification

Unauthorised A.I. use may be identified through:

- Teacher professional judgement
- Inconsistencies with classwork
- Inability to explain submitted work
- Drafting or process checks

A.I. detection tools may be used as **supporting evidence only**, not as sole proof.

### 7.2 Process for Addressing Unauthorised A.I. Use

#### Step 1: Initial Review

- Teacher discusses concerns with the student
- Student is given an opportunity to explain and provide evidence of work

#### Step 2: Determination

- If unauthorised A.I. use is confirmed, the matter is recorded on Edumate.

#### Step 3: Consequences

Depending on severity and year group, actions may include:

- Resubmission or alternative task
- Reduction or zero mark for the affected section or task
- N-Determination Warning (Years 10–12, where applicable)
- Academic integrity warning recorded on Edumate
- Parent/carer notification

#### **Step 4: Support**

- Explicit instruction on appropriate A.I. use
- Learning support where required

Repeated or serious breaches may result in escalated disciplinary action in line with the College's Behaviour and Assessment Policies.

#### **8. Appeals**

Students may appeal decisions related to unauthorised A.I. use through the College's established assessment appeal process.