

Artificial Intelligence Policy

Northern Territory School of Distance Education (NTSDE)



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1. Overview

This policy is applicable to the Northern Territory School of Distance Education (NTSDE) community, which includes students, teachers, leadership, support staff, administrative staff, home school staff and any other stakeholders who may use or interact with Artificial Intelligence (AI) technology in the context of teaching, learning, assessment, communication or other school operations at NTSDE.

In particular, this policy applies to Generative Artificial Intelligence (Gen AI), which includes tools that are capable of generating text, images, video, audio, computer code and any other type of media. It also applies to AI-enabled tools that are embedded within applications, tools and other digital technologies used by NTSDE.

2. Rationale

Artificial Intelligence tools and technologies are already widely used and are becoming increasingly accessible to students and teachers. In an online education context, AI technology offers opportunities to assist teacher practice, personalise student learning, support student engagement and enhance learning and assessment tasks. However, AI also presents risks relating to:

- Academic integrity and authorship
- Bias, inaccuracy and misinformation
- Ethical and appropriate use
- Student well-being and safety

This policy establishes clear expectations and guidelines that ensures AI technologies can be used in ways that are ethical, safe, transparent and consistent with the *Northern Territory Department of Education Generative Artificial Intelligence Guidelines* and *Northern Territory Department of Education Generative Artificial Intelligence Policy* and the national *Australian Framework for Generative Artificial Intelligence in Schools*.

Please see the **Relevant Links** section at the end of this policy to access relevant NTSDE, SACE, Australian Government and Northern Territory Department of Education guidelines and policies.

3. Purpose

The purpose of this policy is to provide guidance regarding safe, ethical and responsible use of AI to the NTSDE community. It aims to support innovation in teaching and learning, while maintaining academic integrity and student and teacher well-being. This policy serves as a formal recognition of the growing importance and scope of AI technologies in education, and establishes a framework for its ethical and responsible use at NTSDE.

This policy should be read in conjunction with *NTSDE Process for Verification of Student Work* and *NTSDE Breach of Rules Procedure*.

We recognise that AI technologies have the potential to greatly enhance teaching and learning processes and outcomes, and assist in leading students on pathways to real jobs. At the same time, NTSDE affirms that:

- AI must support, not replace, teaching and learning relationships
- NTSDE staff are supported in their professional judgements in following NTSDE and SACE verification process
- Student and staff safety, privacy and wellbeing is of paramount importance
- Academic integrity must be upheld by all stakeholders at all times with a shared understanding of expectations regarding AI use through supportive, open communication.

4. Definitions

See glossary at the end of this document.

5. Practice, Responsibilities and Safe Use of AI

At NTSDE, teachers are responsible for ensuring that any use of AI in learning and assessment is well-planned and aligned with curriculum requirements, school expectations and relevant policies.

Teachers must support students to develop an informed and critical understanding of Generative AI, including its appropriate use within subject areas. This includes explicitly teaching students to use AI technologies and tools in a manner that is ethical, safe, transparent and academically sound.

Clearly defining expectations regarding the acceptable and unacceptable use of AI in activities, learning tasks and assessments in subjects is the responsibility of NTSDE teachers, who must clearly communicate this to students, parents/carers and home schools. Students must disclose any use of AI in their work in line with NTSDE guidelines and assessment conditions.

Where AI is incorporated into teaching and learning activities and assessment, teachers must ensure that students are supported to:

- Understand that content which has been AI-generated may be inaccurate, biased, misleading, inappropriate or incomplete
- Evaluate and verify AI-generated content, rather than accepting that AI-generated content is always authoritative, factually correct output
- Recognise ethical considerations relating to authorship, originality, attribution and understand the principles of academic integrity
- Appropriately acknowledge the use of AI-generated content

In accordance with Northern Territory Department of Education policy, staff and students must not use AI technologies and tools in a manner that replaces authentic professional judgements or professional views, nor to produce content intended to deceive or manipulate others.

In circumstances where teachers permit students the use of AI technologies or tools, the use of the AI technology must function as a support to learning rather than a substitute for teaching, student thinking or assessment evidence. To support transparency and academic integrity, teachers may require students to provide evidence on how AI was used in their work.

The ethical use of AI, including attribution and disclosure, must be explicitly taught and all students enrolled at NTSDE must be aware of their responsibilities in using AI technologies and tools.

NTSDE cannot directly monitor student use of AI technologies and tools outside of school-managed systems, however, students are expected to always comply with this policy. Any use of AI by students must align with the expectations outlined by their teacher, NTSDE's core values, and the requirements of both NTSDE and the Department. If a student uses AI to generate content that is inappropriate, unsafe, or concerning, they may be in breach of NTSDE behaviour and assessment policies. This may result in consequences in accordance with these policies.

6. AI in NTSDE Learning Environments

AI technologies and tools may be used to support teaching and learning at NTSDE, only where their use aligns with this policy and the Australian Framework for Generative Artificial Intelligence in Schools.

Teachers are responsible for designing learning experiences where AI use supports, rather than replaces, learning. These learning experiences should clearly articulate:

- When AI use is permitted
- When AI use is prohibited or restricted

Teachers may use AI technologies and tools to:

- Enhance lesson and course design
- Support accessibility and differentiated learning
- Assist students in developing research, drafting and revision skills
- Teach students how to prompt and evaluate AI outputs

Students are responsible for:

- Discerning the accuracy, bias, and relevance of AI-generated content
- Justifying their use of AI in relation to their learning goals

This approach supports the development of:

- Critical thinking
- Ethical reasoning
- Academic integrity
- Original creativity

7. Assessment Tasks

Assessment conditions will clearly define permitted and prohibited use of AI, and articulate expectations regarding AI use.

AI technologies and tools may only be used by students in ways that are explicitly permitted by the teacher, as outlined in the assessment conditions for the individual task.

Students' use of AI-generated content outside the scope of the assessment conditions may initiate a breach of rules procedure in accordance with NTSDE Assessment Policy.

8. Feedback and Correspondence

Providing meaningful feedback is a core responsibility of teachers and must remain grounded in professional expertise and judgement. While AI tools may assist teachers by offering suggestions and analysis, all feedback provided to students and parents must be reviewed, personalised and finished by the teacher. It is expected that teachers quality assure all feedback and correspondence before it is distributed.

AI should function as a supplementary tool and not replace teacher decision-making. Feedback to students and parents must remain:

- Context-specific and personalised
- Aligned with performance standards
- Based on evidence of student learning
- Supportive of student improvement and growth.

9. Access and Equity, Data Privacy and Security

NTSDE is committed to ensuring that AI use supports inclusive access to learning while maintaining high standards of data privacy and security. AI technologies and tools must be used in ways that:

- Comply with Australian privacy and data protection legislation
- Align with Northern Territory Department of Education and Australian Government policies
- Protect personal, sensitive and identifying information
- Respect cultural and intellectual property rights

NTSDE students and staff must not upload personal, confidential or identifying information into AI technologies or tools. Care must be taken when entering any data that may compromise confidentiality or security.

AI use must comply with Australian Privacy legislation, Departmental and school policies and requirements.

Sanctioned use of AI by teachers must be considerate of equity for all students, and the use of AI technologies and tools should not give students an advantage over other students. This may require teachers to mitigate access to technology challenges that some students may face.

10. Wellbeing

AI tools need be used in ways that promote the well-being and safety of all members of the NTSDE community. This includes ensuring that AI use:

- Does not cause harm or distress to the user or other members of the NTSDE community
- Avoids reinforcing stereotypes, prejudices or bias
- Is culturally appropriate and sensitive
- Respects human dignity
- Supports inclusive and respectful learning environments.

11. Transparency

NTSDE is committed to transparency in the use of AI. This includes:

- Providing guidance and resources to students and staff to support AI literacy
- NTSDE clearly acknowledges AI created content and resources
- Explicitly teaching students to understand that content which has been AI-generated may be inaccurate, biased, misleading, inappropriate or incomplete
- Ensuring AI use does not unfairly advantage or disadvantage students.

12. AI Literacy

NTSDE is committed to building AI literacy across the school community. This includes:

- Ongoing Professional Learning for teachers, staff, students and parents
- A consistent approach to AI literacy across Learning Areas
- Aligning NTSDE AI policy, guidelines and frameworks in school resources, communications and digital platforms
- Supporting students, staff, parents and carers with access to AI resources.

13. Communication

This policy will be communicated to the NTSDE community through:

- Publication on the NTSDE website
- Inclusion in the staff onboarding process
- Inclusion in student enrolment process
- Referenced in the Staff Handbook
- Availability through other digital platforms as necessary.

14. Relevant links

- NT Department of Education Guidelines:
https://education.nt.gov.au/___data/assets/pdf_file/0010/1567891/generative-artificial-intelligence-guidelines.pdf
- NT Department of Education Policy:
[Generative artificial intelligence - policy](#)
- Australian Government Framework:
<https://www.education.gov.au/schooling/resources/australian-framework-generative-artificial-intelligence-ai-schools>
- NTSDE – Verification of Student Work Policy:
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[Artificial Intelligence \(AI\) in SACE assessments – South Australian Certificate of Education](#)

15. AI Glossary

Term	Definition
Algorithm	A set of step-by-step instructions a computer follows to solve a problem or complete a task.
Artificial intelligence (AI)	When a computer or machine does tasks that usually need human thinking, such as understanding, learning or solving problems.
Deep learning	A special kind of machine learning where a computer uses brain-like layers (called neural networks) to learn patterns from data and make smart decisions, often without needing people to label things for it. GenAI uses deep learning to create new content.
Generative AI (GenAI)	A type of AI that can create outputs such as stories, pictures, music or even code. Tools such as ChatGPT or image generators are examples.
Hallucination	When an AI gives an answer that sounds real but is actually wrong, made up or doesn't make sense. This might be easy to spot, or it might sound convincing and only show up as wrong when you check it against reliable sources.
Large language model (LLM)	A type of AI such as Copilot or ChatGPT, trained on huge amounts of text (such as books, websites and articles). It learns how people use language and uses that information to answer questions and follow instructions.

Machine learning (ML) model	A program that learns from data so it can find patterns and make guesses or decisions about new things, for example, recognising a face or predicting weather.
Natural language processing (NLP)	The part of AI that helps computers understand and use human language – the way we speak or write.
Neural network	A computer system designed to work a bit like the human brain. It helps AI recognise patterns and make decisions.
Prompt	The message or question you give to a GenAI tool to get it to respond. It tells the AI what you want.
Prompt engineering	The skill of writing good prompts so the AI gives you better, clearer or more useful answers.
Training	Giving the AI lots of examples so it can learn how to do things, for example, showing it thousands of pictures of animals so it can learn to tell them apart.