



ICT006 – ARTIFICIAL INTELLIGENCE (AI) POLICY

POLICY CONTEXT

Willunga Waldorf School is a co-educational and inclusive school. The school's mission is to provide Steiner education from early childhood to year 12, based on the work of Rudolf Steiner. This education is driven by a deep understanding and respect for the developing and unfolding human being.

The school seeks to be a safe, just, compassionate, responsive and inclusive place for all.

PURPOSE AND SCOPE

This policy sets out Willunga Waldorf School's approach to the use of Artificial Intelligence (AI) in its curriculum, teaching approach and administrative operations. It aims to provide clear guidance for the use of AI that aligns with the values of Waldorf education and sets out the roles and responsibilities of different members of the school community in this regard.

This policy applies to:

- All students from kindergarten to class 12.
- All employees (including casual employees); and
- All members of School Council and its sub-committees.

DEFINITIONS

Artificial Intelligence (AI) is the creation of computer systems that can perform tasks that normally require human intelligence, such as learning, problem-solving, and decision-making.

Generative AI is a type of Artificial Intelligence that can create new content, such as text, images, audio, video, and code, instead of just classifying or predicting existing data.

Personal Data is any information that relates to an identified or identifiable individual. This can include obvious details like a name, address, or phone number, but also less direct information such as an IP address, location data, or genetic information when it can be linked back to a specific person.

School Information is data about a school's operations, performance, and student and staff details. This can include general facts like the school's sector, location, and contact information, as well as specific details such as student enrolment numbers, attendance rates, educational outcomes, financial summaries, and staff-to-student ratios.

POLICY STATEMENT

Our approach is based on the values of Waldorf Education, which emphasise human creativity, ethical responsibility, critical thinking, and the healthy development of students.

1. STUDENTS: KINDERGARTEN TO CLASS 7

Willunga Waldorf School advocates for a gradual and age-appropriate introduction of technology. The focus in Early Childhood and the Primary School emphasises a rich curriculum, delivered through hands on activities such as stories, art, natural science and practical activities.

Digital technologies and therefore, Artificial Intelligence, are not included in any part of the curriculum or learning for students from kindergarten to class 7.

2. STUDENTS: HIGH SCHOOL – CLASSES 8 TO CLASS 12

Willunga Waldorf School engages in a balanced approach to student learning, where the use of computer technology sits alongside other equally valued learning tools.

In conjunction with the introduction of digital technologies in the High School, the ethical use of Artificial Intelligence is introduced as part of the class 8 ICT/ HSE/Guardian curriculum and is revisited again in the class 10 curriculum.

The learning focuses on ensuring students use AI critically and responsibly, exploring fairness, privacy, transparency, and human oversight to assist learning, whilst mitigating risks like bias and data misuse.

Key practices taught to students as part of their learning include:

- Ensuring students understand how to fact check AI generated content
- Protecting privacy
- Addressing algorithmic bias
- Checking sources
- Correctly referencing source

In addition, clear communication from staff on how, when and why AI tools may be used or not used in their educational journey will be taught.

3. TEACHING STAFF: USE OF AI AT WILLUNGA WALDORF SCHOOL

Willunga Waldorf teachers emphasise a human-centred pedagogy that prioritises hands on learning, empathy and creative development, which AI cannot replace.

Willunga Waldorf school teachers should model transparent and ethical use of AI.

Teaching is a living art. The teacher inspires and facilitates student learning through their own connection, understanding and relationship to their subject. To pass the planning and development of units and lessons over to AI leaves the content missing human connection. This can dampen the students' inspiration and motivation to do their best learning. For this reason, AI should not be used to formulate teaching plans, create teaching content or assessments for classes. Lesson and assessment content should always be shaped by human professional and artistic judgement.



AI may have its uses in adapting existing staff resources; however, as with any resources, teachers are to appropriately acknowledge AI sources to avoid copyright infringements.

High School staff should clearly outline whether AI is allowed to be used as part of any student work or assignment, and what clearly constitutes acceptable use of AI as part of the class. Correct referencing expectations should always be included.

Should High School staff accept any use of AI as part of student work, assessment rubrics need to reflect this and emphasise learning clearly. The inclusion of oral viva voces should also be considered as part of the assessment marking process where there is the option for AI's involvement.

AI may be used by teaching staff to potentially assist with administrative tasks (such as research, reports, and paragraph checking), but under no circumstances should any personal names or data be entered into any AI software.

Staff members will always retain full professional responsibility for final output of any resources.

4. AI AND COPYRIGHT

All staff and students are informed that they should only use AI to modify existing teaching material if they:

- Have permission from the copyright owner (i.e. you have sought permission, or the material is licensed under Creative Commons),
- Own the material, or Willunga Waldorf School owns the material, or
- Can rely on an exception or licence.

Staff should be aware that the "10% or one chapter rule" is still a useful guide in copying any texts or resources that are commercially available. This will ensure staff do not break copyright rules.

5. GENERAL STAFF: USE OF AI AT WILLUNGA WALDORF SCHOOL

AI may improve operational efficiency; however, its use must be limited to administrative tasks that do not in any way involve student or staff names, personal data and/or school information.

Under no circumstances should any personal information (e.g. student or staff names) or data that identifies the school be entered into any AI software.

6. SCHOOL COUNCIL AND SUB-COMMITTEES: USE OF AI AT WILLUNGA WALDORF SCHOOL

AI may improve operational efficiency of the School Council and its committees. However, its use must be limited to administrative tasks that do not in any way involve personal student or staff data and/or school information.

Under no circumstances should any personal information (e.g. student or, staff names) or data that identifies the school, be entered into any AI software.



7. THE ENVIRONMENTAL IMPACT OF ARTIFICIAL INTELLIGENCE

Staff and students should be aware that our strategic plan “aims to minimise the school's environment footprint to contribute to a healthier planet and model sustainable practices”.

With Artificial Intelligence data processing centres currently using large amounts of natural resources, staff and students should be mindful to use Artificial Intelligence software for important educational and employment purposes only.

ROLES AND RESPONSIBILITIES

Roles	Responsibilities
All staff and students	<ul style="list-style-type: none"> • Understand and comply with this policy. • Be aware that all AI software has privacy concerns and potential security vulnerabilities. • When using any Artificial Intelligence Software, ensure you: <ul style="list-style-type: none"> ○ Do not engage with, or post material, that is offensive, obscene, defamatory, bullying, abusive, harassing, threatening, discriminatory, hateful, racist, sexist, a breach of a court suppression order, or is otherwise unlawful. ○ Do not harm the reputation and good standing of the WWS or those within its community. ○ Do not impersonate or falsely represent another person.
Leadership Team	<ul style="list-style-type: none"> • Ensure that the details of this policy are disseminated to staff. • Ensure that all staff have received appropriate training.
High School Faculty Leader	<ul style="list-style-type: none"> • Ensure that Artificial Intelligence teaching for students is embedded into the curriculum. • Ensure that teaching staff have received the appropriate training to deliver the resources.

BREACHES

All employees are required to always comply with this policy. If an employee breaches this Policy, they may be subject to disciplinary action. In serious cases this may include suspension or termination of employment.

Students who breach the Artificial Intelligence Policy may be subject to disciplinary action, and unlawful conduct may be reported to the South Australian Police (SAPOL). Students should be aware that a breach of Willunga Waldorf School's Artificial Intelligence Policy may also involve a breach of other school policies, such as the Bullying Prevention Policy and Child Safe Environment Policy.



RELATED POLICIES, PROCEDURES AND DOCUMENTS

Related School Policies, Procedures and Guidelines	STU001 – Child Safe Environment Policy CU009 – High School Academic Dishonesty and Plagiarism Policy GOV005 – Privacy Policy SF001 – Staff Professional Code of Conduct STU004 – Bullying and Harassment Prevention Policy WHS005 – Sexual Harassment Policy ECH014 – Digital Technologies and Online Environments Policy Willunga Waldorf School Strategic Plan 2025-2029
Related Legislation and Regulatory Requirements	Privacy Act 1988 (Cth) (as amended) and Australian Privacy Principles Copyright Act 1968 (Cth) (as amended) Copyright Regulations 2017 and Copyright (International Protection) Regulations 1969 (as amended) Children and Young People (Safety) Act 2017 (to be repealed by Sch 2 cl 47 of Children and Young People (Safety and Support) Act 2025)

VARIATION AND REVIEW

The school reserves the right to vary, replace or terminate this policy from time to time. Unless altered earlier, this policy will be reviewed every 12 months.

Responsible Person	Pete Sommers
Policy Approver	Leadership Team
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