



Operational Policies

6.10 Artificial Intelligence (AI) Policy

Classification: Teaching & Learning

Date: April 2025

Applies to: All Employees, Officers, Contractors

Review Date: April 2026

Approved by: Chief Executive Officer

Purpose: This policy outlines guidance to ensure the responsible and ethical use of any AI tool by staff, contractors, and stakeholders who use or manage AI technologies in Association-related activities, including teaching, governance, administration, and communication.

Scope: This applies to:

- The use of AI on any Association device (laptop, tablet, desktop, phone), whether during business hours or not, in the office or working offsite.
- The use of any Association information on any personal device at any time.
- Employees using AI for a range of different tasks including (but not limited to) drafting learning stories, reports and communications with key stakeholders.
- It ensures compliance with New Zealand's Privacy Act 2020 and aligns with our commitment to safeguarding the privacy, safety, and well-being of children, whānau, staff and all stakeholders.

Policy Principles

- **Compliance:** All AI usage must comply with New Zealand's Privacy Act 2020 and the Ministry of Education's licensing requirements.
- **Anonymity:** Any use of AI must be used in a way that completely preserves the anonymity of the individual, group or Association.
- **Human Oversight:** AI systems should complement, not replace, human judgment, and all output of AI must be subjected to scrutiny and verification.
- **Cultural Sensitivity:** AI must be used with cultural sensitivity, ensuring that the **mana** and dignity of all cultures are respected and upheld. Human oversight must be maintained to safeguard against bias, promote fairness, and uphold ethical responsibilities in AI use.
- **Transparency:** Clear communication with staff, parents, and whānau will be maintained regarding AI use, ensuring that its role is understood and aligned with best early childhood education practices.

References:

- 5.02 Privacy and confidentiality policy
 - 2.07 ICT (Digital Communications) Policy
 - Privacy Act 2020
 - Current Employment Agreements
 - Staff Code of Conduct
 - Children's Act 2014
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Usage Guidelines: The Association acknowledges the increasing availability and potential of AI to enhance productivity and practice. We are committed to providing clear guidelines and ongoing support, to ensure AI is used responsibly while upholding the essential role of practitioners in delivering quality service.

When using AI, it is crucial to adhere to policy principles to ensure responsible use and compliance with regulatory and ethical standards. It is also important to understand the key difference between an **open AI system** like ChatGPT and a **closed, secure platform** like Storypark. This difference lies in **accessibility, data security, and purpose**:

- **Closed, Secure Platform (e.g., Storypark):**
 - Restricted access, often requiring login credentials.
 - Focused on **data privacy and security**, ensuring only authorised users (e.g., educators, families) can view and share information.
 - Purpose-built for **early childhood education**, enabling safe documentation and communication about children's learning and development.
- **Open AI System (e.g., ChatGPT):**
 - Accessible to the public with broad applications.
 - Continuously learns from vast datasets but does not retain user-specific conversations.
 - Information shared is not private or secure.
 - Designed for general knowledge, conversation, and creative assistance.

AI Tool selection:

- Where AI is part of a tool we currently use, we will collect and record their AI policy statements to ensure that it complies with this policy.
- When using tools like ChatGPT, the user must ensure that they comply with this policy's principles.

Prohibited Uses: must not be entered into Open AI systems:

- Any information that might identify tamariki or their whānau, kaiako or kaimahi, or any other person associated with the Association
- Any credentials (for example username, password, API key)
- Information which may be considered confidential to the Association.
- Personally identifiable information (PII).
- AI tools must not be used to make decisions about children's learning or behaviour without oversight from qualified staff.
- Open AI systems must not interact directly with tamariki or process personal information (e.g., names, photos) of tamariki.

Human Oversight. AI systems should complement, not replace, human judgment, and all output of AI must be subjected to scrutiny and verification.



- All users must be very careful how you use AI output. AI isn't always right and is subject to what is termed "hallucinations" (factually incorrect outputs under the appearance of fact) and AI may exhibit a bias:
- All user's ability to scrutinise and verify anything produced by AI is essential.

Translation

- If using an AI tool to translate a piece of text into a language that you are not fluent in, you should either
 - Have the translated text checked for accuracy by a trusted colleague who is fluent in that language; or
 - Use an alternative AI tool to verify the accuracy of the translation by asking it to translate the text back into English. If this results in a satisfactory translation back to the content of the original text, (there may be a few minor differences) there will be confidence that the translation can be used.

Compliance

This policy will be applied in conjunction with the Association's ICT Policy, Privacy Policy, and your employment contract.

Compliance with this AI Policy is mandatory, and all breaches will be investigated by the Association's Privacy Officer or nominated representative, who may advise that disciplinary investigation is required