

Guidelines for the use of Artificial Intelligence at MAC

January 2026

1. PURPOSE AND SCOPE

The purpose of this policy is to guide the safe, ethical and effective use of Artificial Intelligence (AI) tools in teaching, learning and school operations at Mount Aspiring College. It applies to all students, staff and members of the school community who use AI tools within the school context. This includes classroom applications, student assessment, and administrative use.

Education vision for AI:

At MAC our aim is for our students to leave school equipped to thrive in the world and workplace (MAC leaver profile: Mastery, Attitude, Citizenship). A critical part of this in today's world is being a responsible digital citizen. We therefore aim to teach students ethical use of AI tools, involving the ability to know when and how to use AI responsibly and critically. It is also the responsibility of the kura to ensure all assessment is fair, and authenticity standards are upheld.

2. DEFINITIONS

Artificial Intelligence (AI)	Computer systems capable of performing tasks that typically require human intelligence, such as understanding language, recognising patterns, or making predictions.
Generative AI	Tools that create new content (text, audio, video) based on prompts or input data, such as ChatGPT
Machine learning	A subset of AI involving systems that learn from data
Chatbot	An AI program designed to simulate conversation
Algorithmic Bias	Unfair outcomes resulting from assumptions or data used in AI systems
Hallucination	A plausible but invented explanation, evidence or source imagined by the AI tool

3. ACCEPTABLE USE GUIDELINES

AI tools may be used at MAC under the following conditions:

For Students - with teacher permission:

- AI can be used as a study and creative aid, such as for idea generation, grammar checking or practising problems.
- Students must follow teacher instructions and clearly cite AI-generated contributions in their work (citations for assessments should include the original source material).

For Teachers:

- AI may support teaching tasks such as drafting lesson content or adapting materials for diverse learners.
- All AI-generated content must be checked for accuracy and appropriateness before classroom use.

As a feedback tool:

- Students may use approved AI platforms for practice or feedback with teacher oversight.
- AI tools should complement, not replace, teacher input and feedback.

Human Oversight:

- All student AI use in school must be guided by a teacher or member of staff.
- AI outputs must be critically assessed, not treated as definitive or authoritative.
- Student work must reflect their own knowledge and effort; AI must not replace original thinking.

4. UNACCEPTABLE USE AND RESTRICTIONS

The following uses of AI are strictly prohibited:

Cheating or Misrepresentation:

- AI must not be used to generate full assignments or answers submitted as original student work.
- Misusing AI to bypass learning is considered academic misconduct.

Inappropriate content:

- AI must not be used to create content that is harmful, explicit, violent or discriminatory - any incidences of this use will be addressed by the school pastoral system.
- AI use is subject to existing digital safety and conduct policies.

Age Restrictions:

- Age limits for AI tools (e.g. 13+ for ChatGPT) must be adhered to by teachers. Students below Year 9 should not be using Generative AI in the classroom.

Privacy Violations:

- No personal, sensitive, or identifiable data about students or staff may be entered into AI tools.
- All tools must be treated as public systems unless confirmed secure by the school.

Academic Integrity:

- All AI generated work used in school submissions at any level must be credited (in senior assessments the original sources should be cited rather than the tool).
- AI use is not permitted during NCEA assessments unless specifically stated on the assessment cover sheet, and in the specification documentation from NZQA.
- AI use is not permitted during any assessment without explicit teacher approval.
- AI use during an assessment should not prevent a student from individually fulfilling and demonstrating all requirements of the standard.
- There is to be no use of AI in NCEA external assessments.

Automated Decision Making:

- AI tools must not be solely used for critical decisions such as grading or student wellbeing. Human oversight is essential.
- Staff must not use AI to handle confidential information unless the tool meets privacy compliance standards.

5. ROLES, RESPONSIBILITIES AND TRAINING

Teachers:

- Supervise students' use of AI and ensure compliance with this policy.
- Model responsible AI use.
- Aim to teach mana-enhancing, ethical and moral use of AI so that MAC students become responsible digital citizens.

Students:

- Follow acceptable use guidelines.
- Seek guidance when unsure and report inappropriate AI tool behaviour.
- Complete and read coversheets for internal NCEA assessments.

New Era:

- Manage appropriate access to AI tools.
- Monitor network use and ensure compliance with sector regulations.

Principal's Nominee:

- Oversee policy implementation, and also disciplinary processes regarding authenticity issues in assessments.
- Lead communication with students and whānau, and ensure transparency in our approach to AI.

Parents and Whānau:

- Support the policy at home and discuss AI use with their children.

- Engage with resources provided by the school to build awareness.

Training Commitments

- The school will offer professional development opportunities on AI for staff.
- A group of staff members forming an AI group to continue to develop the school's strategic approach to AI as it develops.
- AI literacy will be included within the curriculum for students where possible (above Year 9) - teachers will, as appropriate, model ethical and responsible use of AI in the classroom.

6. MONITORING AND OVERSIGHT

- The school may monitor the use of AI tools on its network for security and policy enforcement purposes.
- Monitoring will align with existing ICT and privacy policies.
- Concerns or misuse should be reported to the Senior Leadership Team.

7. POLICY REVIEW AND REVISION

This policy will be reviewed and updated annually, or sooner if significant changes in technology or Ministry of Education guidance occur. Feedback from staff, students and the community will inform future revisions.

Sources of information:

- [MAC NQF Policies and Procedures](#)
- [MAC Student NCEA Handbook 2026](#)
- [NZQA's Authenticity guidelines](#) for submitted external standards (includes subject specific guidelines)
- [NZQA Guidance on the acceptable use of artificial intelligence](#)
- [MAC Student guidelines](#) (2024)