



# USE OF GENERATIVE ARTIFICIAL INTELLIGENCE TOOLS

A guide for students and teachers at Elizabeth College

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## What is GenAI?

Generative artificial intelligence technologies are software tools that can be used to create text, images, audio and other types of content. Tools like ChatGPT, Microsoft Copilot and Google Gemini have recently become more accessible and sophisticated.

## Can we use GenAI?

Elizabeth College follows the [DECYP policy](#), which states that GenAI can be used to “enhance teaching, learning and administration providing they are used:

- appropriately.
- safely, responsibly and ethically.
- in a fair, accessible and inclusive manner.”

## How can we use GenAI responsibly and ethically?

GenAI tools can be used responsibly in numerous ways to support learning. These include:

- providing a virtual online tutor that can answer student questions
- creating summaries of topics for revision
- creating models or examples of the kinds of writing required in an assignment.

## Academic Integrity

GenAI should not be used in ways that replace students’ ability to think, create and communicate for themselves. GenAI can be used to assist learning, but it should not be used to replace participation in learning activities.

An important consideration for responsible and ethical use of GenAI is academic integrity. The Elizabeth College Academic Integrity Policy states that “It is an expectation that all Elizabeth College students will submit work that is their own and will acknowledge any sources of information and programs used to complete their work.” Therefore, any use of GenAI in the completion of assignments must be clearly identified and appropriately referenced.

## Accuracy and reliability

GenAI is not a reliable source of information. Students and teachers should use alternative, reliable sources to check any information provided by GenAI.

## **When can we use GenAI?**

Teachers will clearly identify when GenAI can and cannot be used in learning activities and assignments. If students are unsure whether GenAI can be used, they should check with their teacher.

## **How do we check if GenAI has been used?**

The availability of GenAI means that teachers need to know if and when it has been used by students.

### **Turnitin**

Many subjects use Turnitin to check the originality of student work. This also includes a tool that checks if GenAI has been used. This tool provides an indication that GenAI may have been used, however it is not 100% reliable. Therefore, teachers will independently check the originality of student work.

### ***Proving Authorship***

The EC Academic Integrity Policy states that:

“Students are responsible for demonstrating that work submitted for assessment is their own. In the case of a suspected breach of academic integrity, students may be required to provide notes, planning and early drafts of the assignment in order to prove their authorship.”

Therefore, in all assignments, students must:

- keep copies of notes, planning and drafts of their work
- provide these to teachers when requested.

Teachers will support this by:

- providing time in class for planning, research and completing assignments (with the understanding that many subjects will also require assignments to be completed outside of class time)
- providing support, scaffolds and modelling for these as required.

Useful links:

[Use of Generative AI in DECYP Schools Policy](#)

[Generative Artificial Intelligence: Introducing generative AI tools | education.vic.gov.au](#)