



Student Artificial Intelligence (AI) Usage Policy

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YMCA Queensland		

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Table of Contents

1. PURPOSE.....	3
2. APPLICATION/SCOPE	3
3. POLICY STATEMENT	3
3.1 Ethical Use	3
3.2 Privacy and Security	3
3.3 Transparency	3
3.4 Accountability	4
3.5 Use of Images, Video and Audio – Student Expectations	4
3.6 Guidelines for Appropriate Use.....	4
3.7 Digital Literacy.....	4
3.8 Data Management.....	5
3.9 Monitoring and Evaluation	5
3.10 Compliance and Incident Response	5
4. ROLES AND RESPONSIBILITIES	5
5. COMPLIANCE WITH POLICY	6
6. DEFINITIONS.....	6
7. DISCLAIMER.....	6
8. DOCUMENT INFORMATION	6
9. RELATED DOCUMENTS AND FORMS	6
10. VERSION HISTORY	7

1. PURPOSE

This policy outlines the guidelines for the ethical and responsible use of artificial intelligence (AI) technologies by students at Y Schools Queensland. The aim is to ensure that AI is used to enhance learning while protecting student privacy and promoting digital literacy.

2. APPLICATION/SCOPE

This policy applies to all students at Y Schools Queensland, who use AI technologies provided by the school or in the course of their studies. For further information, please refer to YMCA_POL_YSQ_010_Student ICT Acceptable Use Policy.

3. POLICY STATEMENT

The purpose of this policy is to ensure safe, responsible, and effective use of ICT resources within Y Schools Queensland. It aims to provide guidelines for students and staff to promote educational objectives, protect personal safety, and maintain the integrity of teaching and learning. It is expected that Y Schools Queensland students uphold the school values, honesty, respect, caring and responsibility, when using AI resources regardless of whether they are provided by the Y, personally owned by students or otherwise.

3.1 Ethical Use

AI technologies must be used ethically, promoting fairness, accountability, and transparency.

AI should be used to support learning and development, not to replace human judgment or interactions.

3.2 Privacy and Security

Student data privacy and security must be protected. Adhere to the Australian Privacy Principles (APPs) as outlined in the Privacy Act 1988.

Personal and sensitive information must be safeguarded against unauthorised access, use, and disclosure.

3.3 Transparency

Students should understand the AI tools they are using, including their purposes and the data they collect.

Clear communication about the functionality and limitations of AI technologies should be provided.

3.4 Accountability

Students are responsible for using AI tools in a manner that complies with school policies and ethical guidelines.

Misuse of AI technologies will be addressed according to the Student Code of Conduct Policy.

3.5 Use of Images, Video and Audio – Student Expectations

Students must not take photos, record video or audio, or capture any digital media of other students, staff, or visitors without their **explicit permission**.

This includes, but is not limited to:

- Taking or sharing photos or videos of others without consent
- Recording classroom activities or school events without prior approval
- Capturing or publishing audio recordings of conversations or lessons

Students must also refrain from:

- Creating, editing, or sharing content (e.g. images, videos, audio) that misrepresents, manipulates, or falsifies the appearance, actions, or identity of another person
- Using AI-generated tools (e.g. deepfakes or synthetic voice generators) to impersonate or mock students, staff, or members of the community

Any breach of these expectations is considered a serious violation of the school's Code of Conduct and ICT Usage Policies and may result in disciplinary action.

3.6 Guidelines for Appropriate Use

AI tools should be used to enhance learning experiences, such as personalised learning platforms, educational apps, and virtual assistants.

Students must not use AI to engage in academic dishonesty, such as plagiarism or cheating.

AI-generated content should be critically evaluated, and students should understand the importance of human oversight in AI-assisted tasks.

3.7 Digital Literacy

The school will provide education on digital literacy, including understanding AI technologies, their benefits, and potential risks.

Students should be encouraged to develop critical thinking skills to assess AI outputs and their ethical implications.

3.8 Data Management

Only necessary data should be collected and used by AI tools. Data should be anonymised to protect student identities.

Students should understand the importance of data privacy and follow best practices in data management.

3.9 Monitoring and Evaluation

The use of AI tools will be regularly monitored to ensure they are meeting educational goals and not causing harm or bias.

Feedback from students will be solicited to continuously improve the integration of AI in education.

3.10 Compliance and Incident Response

AI tools and their use must comply with relevant laws and regulations, including the Privacy Act 1988 and any state-specific privacy laws.

Students must adhere to school policies and guidelines when using AI technologies.

Any misuse of AI tools or breaches of this policy should be reported to a teacher or school administrator immediately.

The school will address incidents according to its disciplinary policies and the severity of the misuse.

4. ROLES AND RESPONSIBILITIES

Role	Responsibility
Students / Users	Compliance with policy
School staff	Understand the policy and support students to comply and escalate concerns of non-compliance to their line manager
Business Services Manager	Ensure standards detailed align with the student code of conduct policy.

5. COMPLIANCE WITH POLICY

Failure to comply with this policy by a student at Y Schools Queensland may result in disciplinary action in accordance with the *Student Code of Conduct Policy*. Depending on the severity of non-compliance disciplinary actions may include loss of ICT privileges, a stand down period or exclusion from Y Schools Queensland.

6. DEFINITIONS

Term	Meaning
Artificial Intelligence (AI)	Technologies that enable machines to perform tasks that typically require human intelligence, such as learning, reasoning, problem-solving, and understanding natural language.
Personal Information	Any information relating to an identified or identifiable individual.
Sensitive Information	Information that is particularly private, such as health records, racial or ethnic origin, political opinions, religious beliefs, and more.

7. DISCLAIMER

This policy may be revised at any time without prior notice. All revisions supersede prior policy and are effective immediately upon approval. Printed versions of this document are considered uncontrolled. Please refer to the YMCA website for the latest version.

8. DOCUMENT INFORMATION

Approval Date	3 July 2025
Effective Date	3 July 2025
Next Review Date	3 July 2028
Document Owner	Business Services Manager / Principal
Approver	Chief Operations Officer

9. RELATED DOCUMENTS AND FORMS

Document Name:	Type:	Location:
YMCA_POL_YSQ_010_Student Acceptable ICT Usage Policy	Policy	School Website

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YMCA_POL_YSQ_011_Student Acceptable ICT Usage Policy – Student Version	Policy	School Website
YMCA_POL_YSQ_013_Student Code of Conduct Policy	Policy	School Website

10. VERSION HISTORY

Version	Approved by	Date	Description of change	Author
1	John Hart	16/01/2025	New Policy	Jana Hadlow
2	Will Sambrook	03/07/2025	Addition of section 3.5	Jana Hadlow