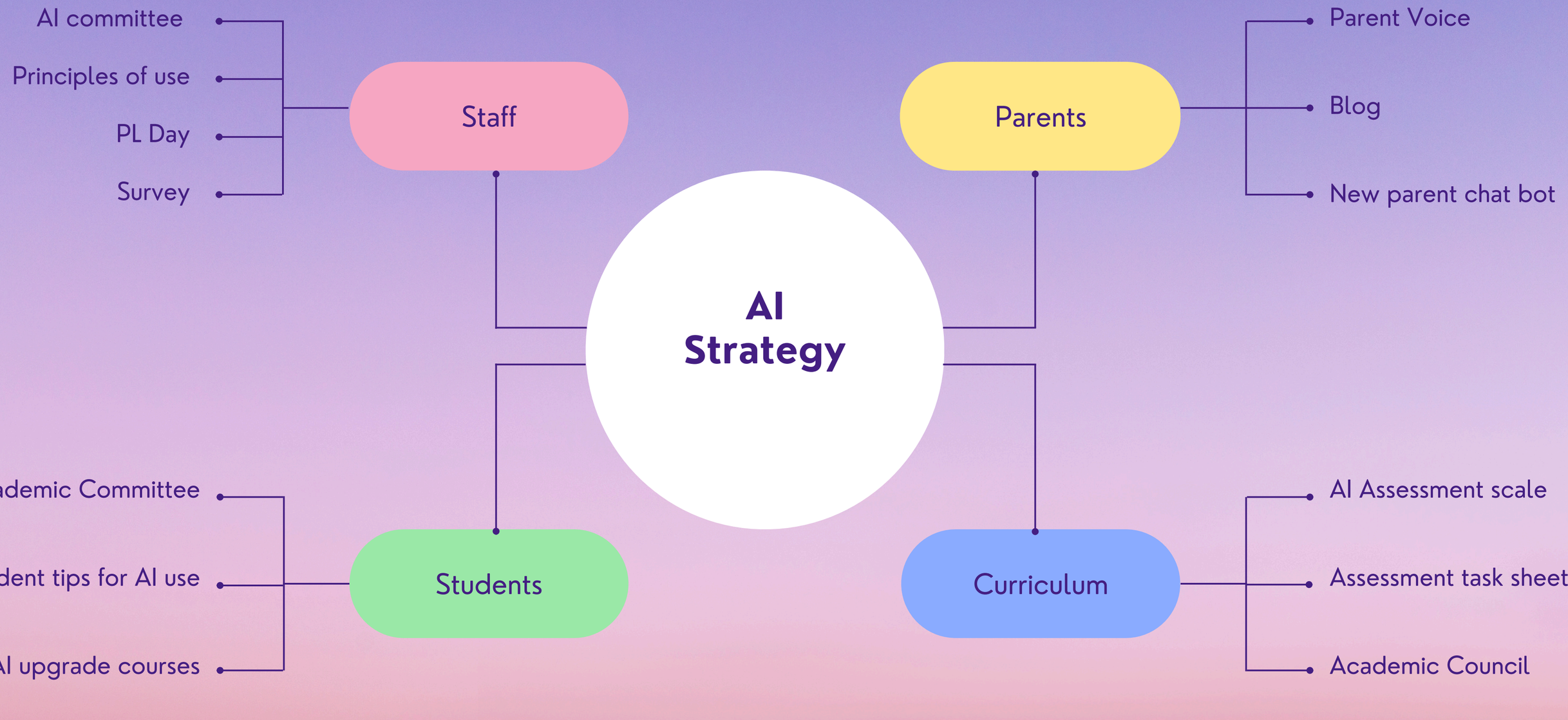
SANTA MARIA COLLEGE

AI: A Whole School Approach

Jayne Kingwell | Deputy Principal Teaching & Learning

Santa Maria College



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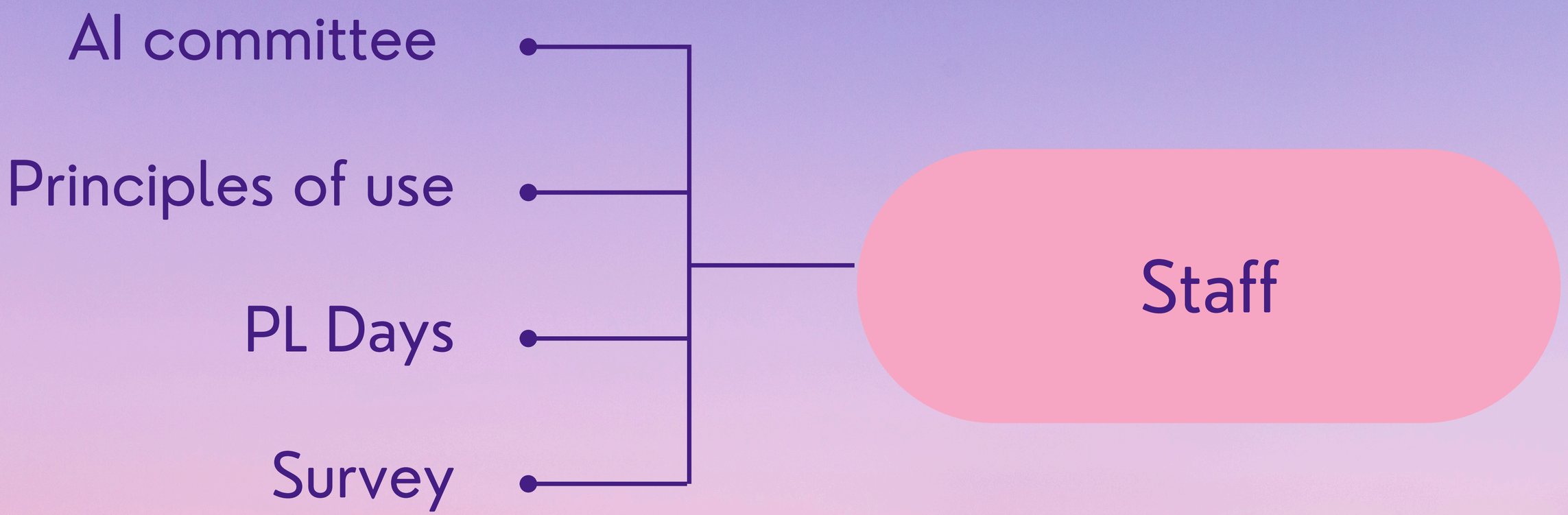

AI Committee

Members

AI champions **AND** resistors, Teaching and support staff.

Meetings

Discussion, debate and exploration

Adopters

Pioneered the use of AI for a specific task

Presenters

Shared learnings with colleagues at PL Day

SANTA MARIA COLLEGE PERTH

SMC STAFF PRINCIPLES OF AI USE

RATIONALE Artificial Intelligence (AI) is a revolutionary force across various sectors, including education. At Santa Maria College, we recognise the potential of AI to augment our educational and administrative processes. However, it is crucial that the use of AI tools be governed by clear guidelines that reflect our commitment to privacy, security, and ethical conduct.

The principles outlined here are not designed to curb innovation or the constructive application of AI in our educational setting. Instead, they provide a framework to ensure that our utilisation of AI aligns with our Santa Maria's ethos, protects our community, and fosters a responsible approach to technology.

SECURITY

AI systems can be vulnerable to cyber threats, which is why Santa Maria uses only those AI tools that have been pre-approved and vetted for security measures, ensuring compliance with the latest laws and regulations.

ETHICAL USE

AI is a tool for enhancing our educational environment, not for impersonating or misleading individuals. It must be employed with the utmost respect for individual rights and in a way that upholds the values of Santa Maria.

COST

We carefully consider the costs associated with AI tools. Any related expenses must be pre-approved to ensure they are in line with our financial policies and resource allocation.

ACCOUNTABILITY

At Santa Maria, accountability for the content generated by AI lies with us. Before any use in the classroom or administration, AI-generated materials must be reviewed for quality and accuracy by our staff.

BIAS AND INCLUSIVITY

Recognising that AI can reflect inherent biases from its training data, our staff is responsible for reviewing all AI-generated content for bias, ensuring that our outputs are inclusive and represent our diverse community.

COMPLIANCE AND APPROVAL PROCESS

Our use of approved AI tools signifies our dedication to maintaining a secure and ethical operational environment. The use of unapproved AI tools is not permitted on school devices or for any school-related activities. Requests for new AI tools can be submitted to ICT@santamaria.wa.edu.au for review and approval.

AI Committee – Uses of AI

Teaching and Learning	Administrative	Creative
Lesson planning	Data analysis, graphs and trends	Ideation
Creating resources/ learning materials,	Writing documents, reports, case studies	Content creation such as Blogs
Creating assessments	Writing emails or other forms of communication	Images- manipulating and creating
Creating marking keys/rubrics for feedback	Problem solving	Graphics, diagrams infographics
Differentiating lessons	Writing policies	Creating presentations eg Power Points

PL Offerings 2024-2025

AI

- GAMMA
- Magic School
- Notebooklm
- Prompting
- ChatGPT
- Adobe Firefly
- Eduaide.ai
- CoPilot

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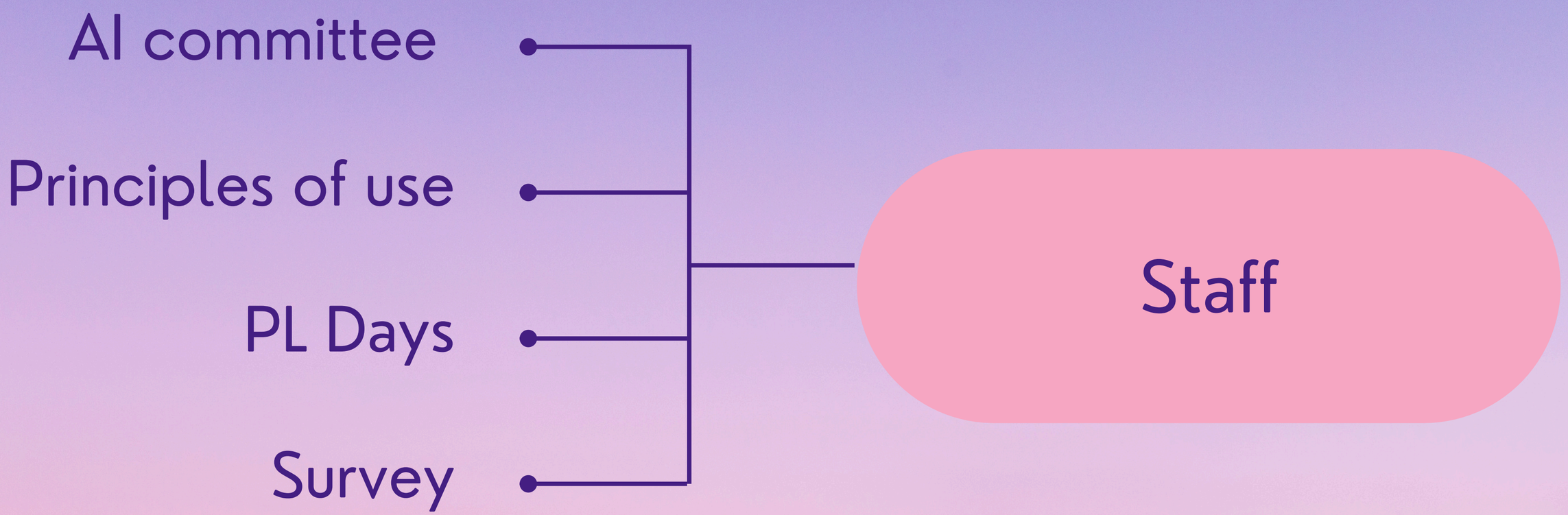
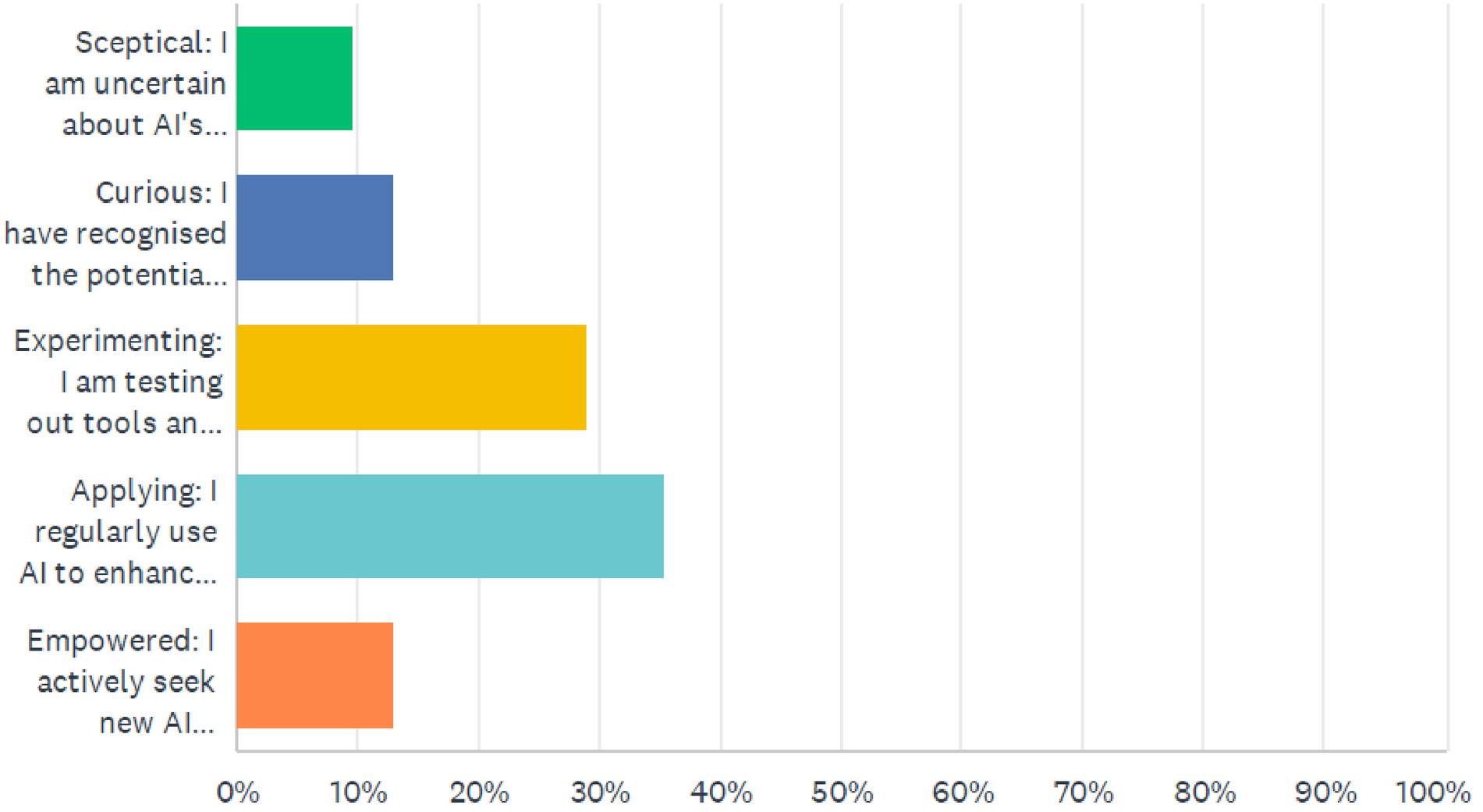


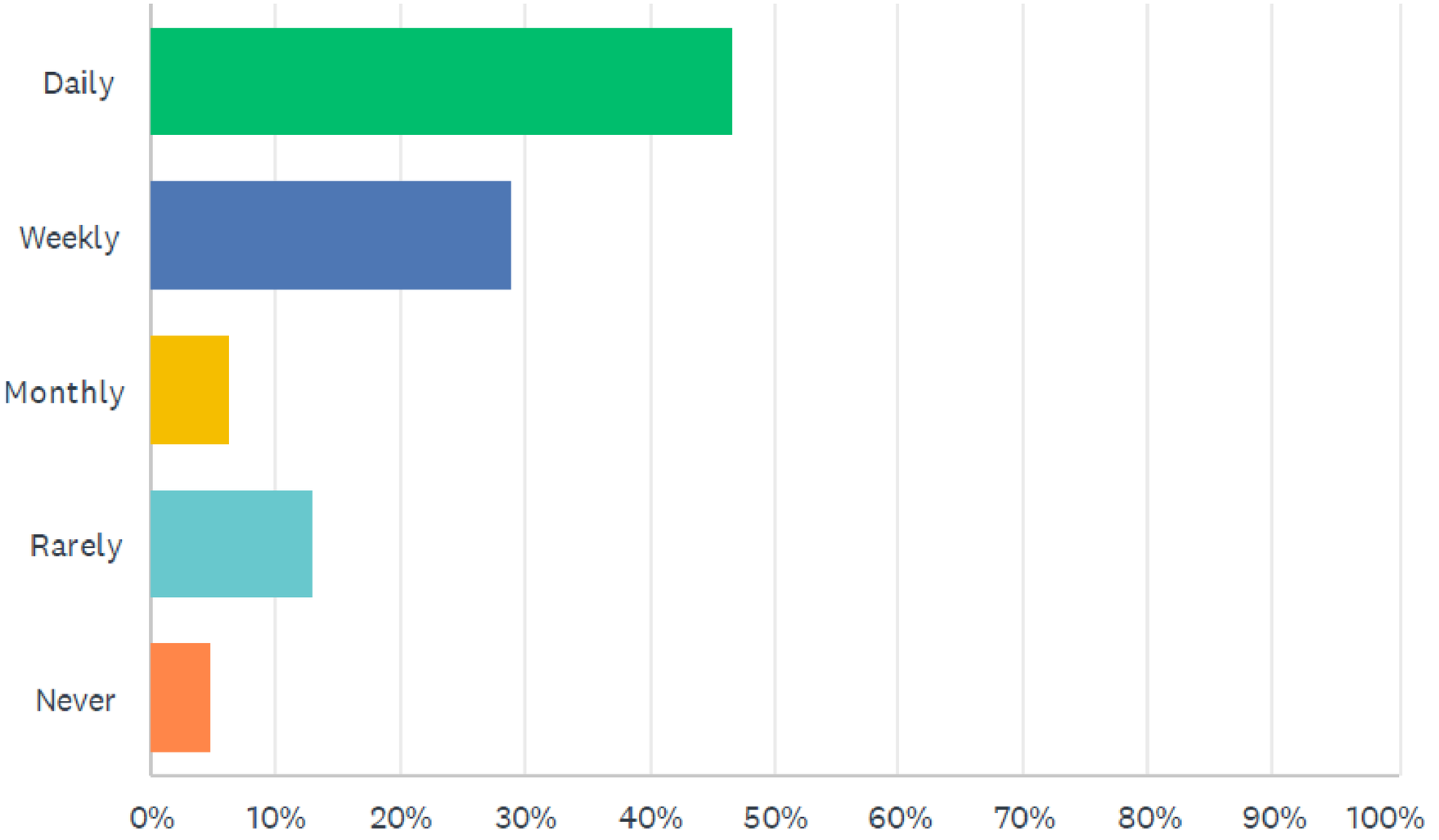
Q5 Where would you position yourself on your AI journey?

Answered: 62 Skipped: 0



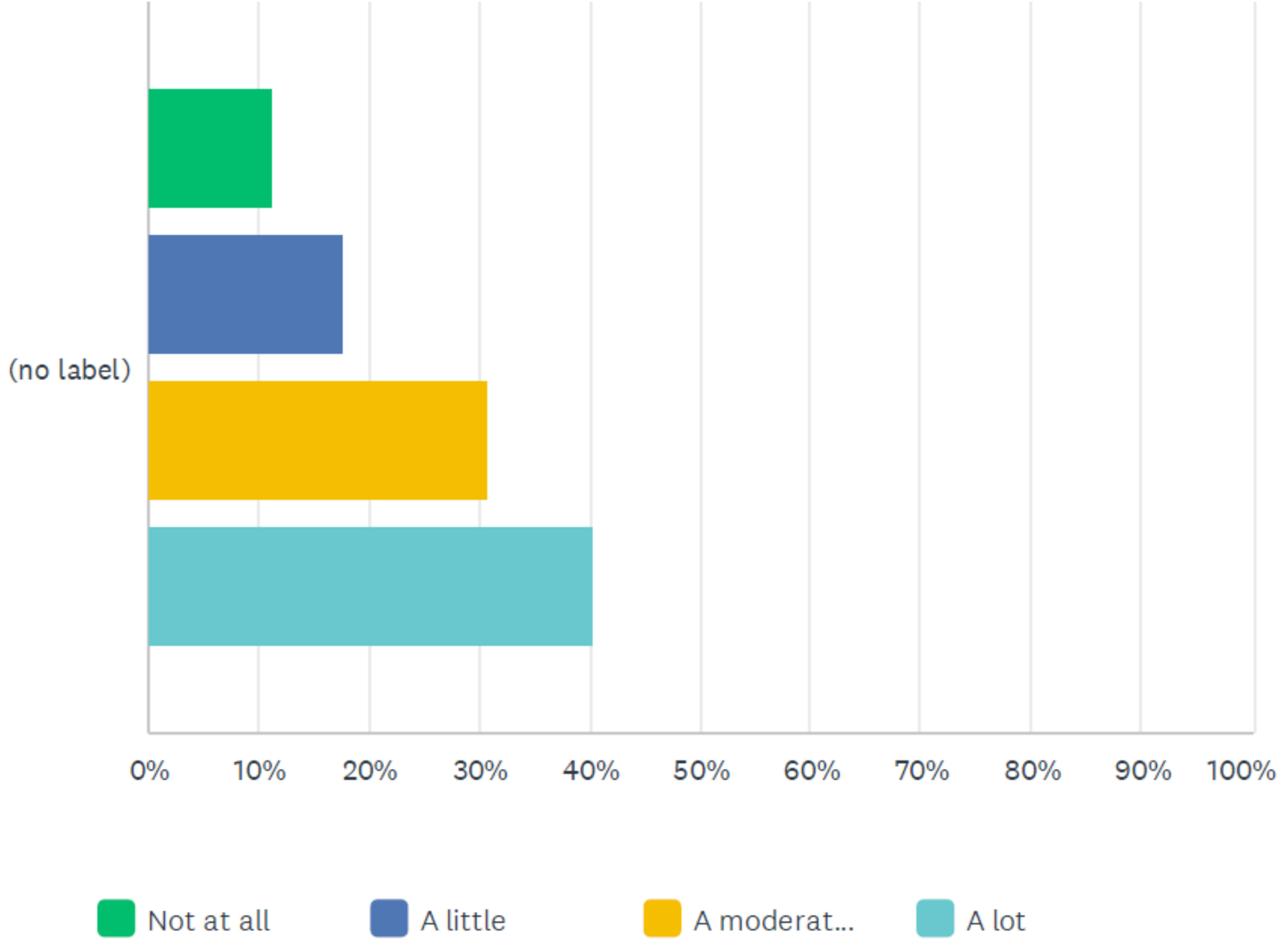
Q2 How often do you use AI tools in your work?

Answered: 62 Skipped: 0



Q6 Has AI helped you in your role? (For example, by saving time, improving outcomes, or streamlining tasks.)

Answered: 62 Skipped: 0

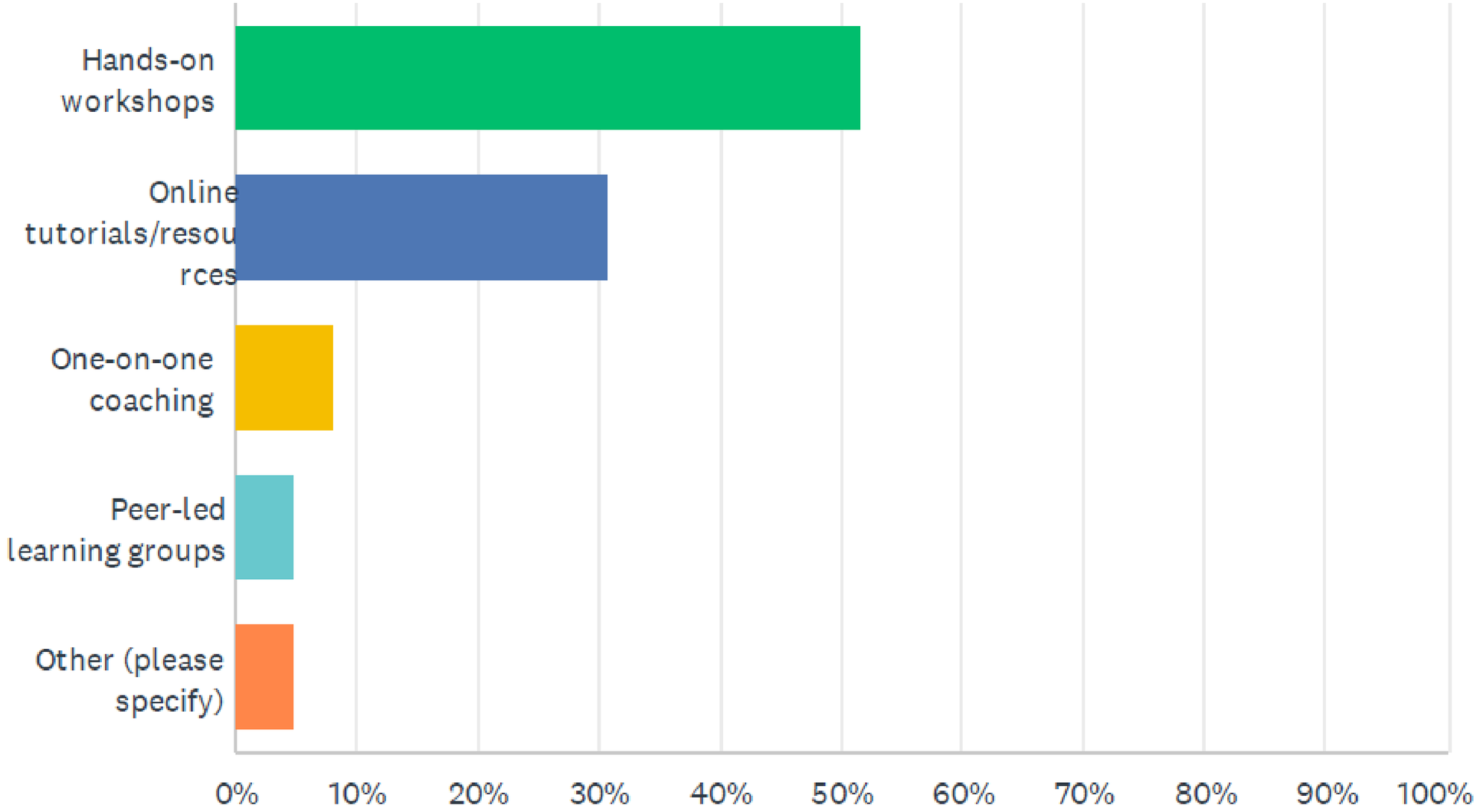


Quote from a Teacher:

“It hasn't stopped me from making sure my planning is still unique and tailored to the curriculum and my students, but when you are the only person in the school teaching your subject, it is like having a colleague to collaborate with/get feedback from. I don't always agree or implement what my AI assistant offers, but it does help my thinking process.”

Q15 If training sessions were offered, which format would you prefer?

Answered: 62 Skipped: 0



Main Themes from Survey

Usage is already mainstream

ChatGPT is clear frontrunner

Everyday productivity wins

Positive impact outweighs doubts

Barriers are practical, not philosophical

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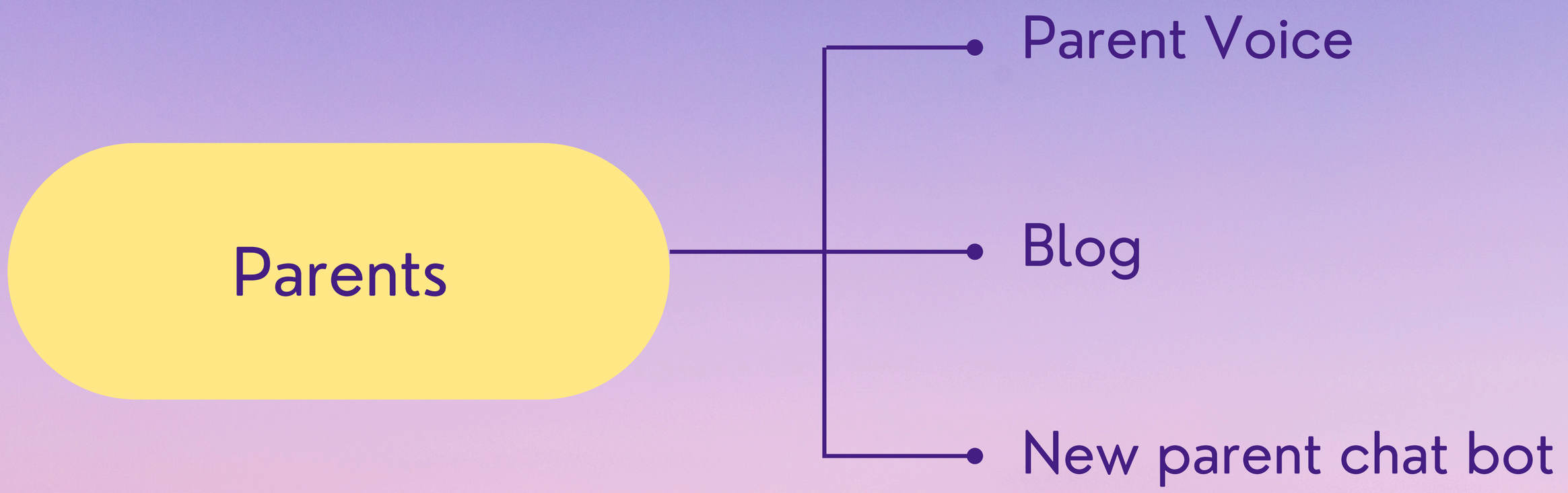


Discussion Questions
1. What concerns do you have about the use of AI as part of your daughter's education?
2. How do you envision your role as a parent, in guiding your daughter's use of AI?
3. How can we assist you in supporting your daughter's use of AI.
4. Other questions

Partnering with Parents in AI – Jennifer Oaten

August 9, 2024

Our recent Parent Voice event at Santa Maria College provided valuable insights into the benefits of AI for students and teachers while also providing an opportunity for parents to share their concerns about navigating AI with their daughters.

AI is not just a buzzword; it is a transformative technology that is reshaping various aspects of our lives, including education. From machine learning to natural language processing, AI encompasses a range of technologies that enable computers to perform tasks typically requiring human intelligence.

AI Benefits

Parent's AI Concerns

During our Parent Voice event, the following concerns were raised in relation to AI:

- **Parent Knowledge** – Parents were concerned that AI is growing so rapidly and in such diverse ways that it is difficult to stay informed and current.
- **Academic Integrity** – Parents were concerned that AI could be used to complete assessment tasks, potentially hindering the development of critical thinking and problem-solving skills. Parents want to ensure that their children can think independently and not just rely on technology for answers.
- **Information Reliability** – Parents were concerned students would rely on AI-generated information without verifying its accuracy or potential biases. They saw the need to develop the skills of evaluating information as vital. Parents want to ensure information promotes equality and does not perpetuate existing biases.
- **Ethical Use** – Parents were concerned about the ethical considerations of using AI in education, including issues of bias and fairness. Parents want to ensure that AI systems are used in ways that promote equality and do not perpetuate existing biases.
- **Cybersecurity** – Parents expressed unease about the potential traceability of their children's information when interacting with AI platforms.
- **Deep Fakes** – Parents were concerned about the possibility of students' images being misused for deep fake image creation.

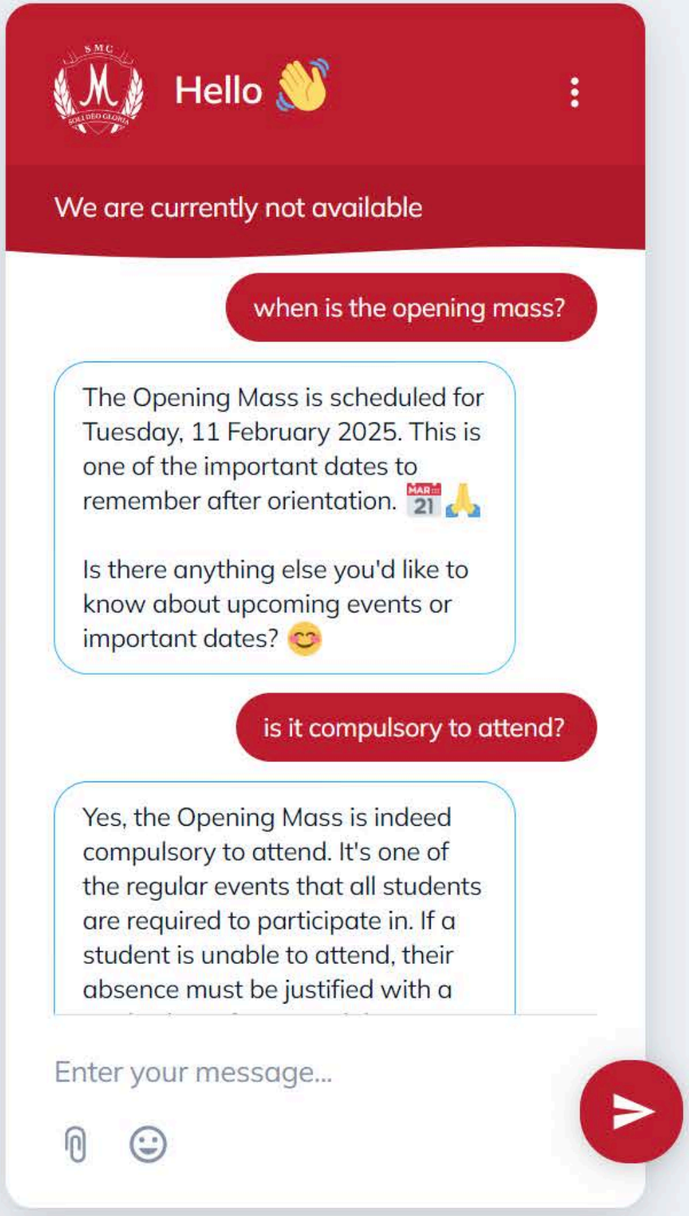
Empowering Parents and Students

We believe that navigating the AI landscape is a collaborative effort. Here is how parents can play a crucial role:

1. **Familiarise yourself with AI** – By using AI tools yourself, you will gain a firsthand understanding of their capabilities and limitations. This knowledge will help you guide your child more effectively.
2. **Encourage Critical Thinking** – Teach your children to question AI-generated information and always ask, "Why?"
3. **Reinforce AI as a Tool** – Help your children understand that AI is a powerful tool, but it does not replace the need to develop their own skills and knowledge.
4. **Open Dialogue** – Discuss AI's potential and limitations with your children, addressing both its benefits and risks. The 80/20 rule is helpful in that AI-generated information is likely to be 80% accurate and 20% inaccurate.
5. **Stay Informed** – We are committed to keeping our parent community updated on our AI initiatives. Look out for AI policy information in parent evenings and other communications.

Welcome to Santa Maria College's New Parent Assistant

Ask us anything 🎉



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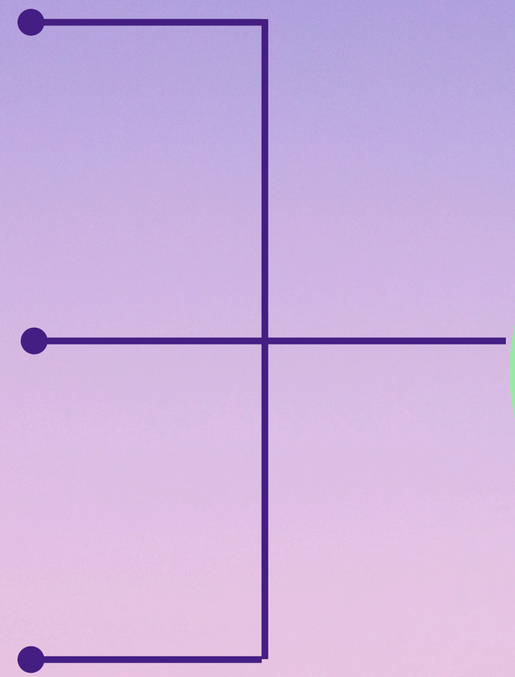
Academic Committee

Student tips for AI use

AI upgrade courses



Students

Quote from a Year 8 student:

“AI is being used in most workplaces; we need to learn how to use it so we can be prepared for the real world”

Quotes from a Year 12 student:

“I’m aware that ChatGPT has limitations e.g it cannot quote verbatim”

“teachers could be using it more to simplify and summarise material or to create revision questions”

Developing advice for students

1. Consult Student Academic Committee
2. Principles of AI use with Practical tips for students
3. Feedback from AI Committee
4. Links to resources
5. Available to students via SEQTA tile

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STUDENT TIPS FOR AI USE

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Get the BEST out of AI for learning by using the following tips:

BALANCE	EMPOWERMENT	SAFETY	TRANSPARENCY
AI can enhance learning but human skills and qualities such as creativity, collaboration, empathy, and moral judgement remain crucial.	Developing technical skills, information literacy and critical thinking skills are essential to feeling empowered to use AI tools.	Safety is essential to prevent misuse and foster responsible and ethical engagement with AI.	It is responsible and ethical to be open and honest when you have used AI tools.
Tips	**Tips**	**Tips**	**Tips**
• **Mix it up:** Use AI tools with other learning methods for the best outcomes. Do not rely exclusively on AI. • **Be Sure:** It should be clear how and when you can use AI for each task, if unsure consult your teacher. • **Focus on what is important:** Take time to figure out which AI tools, if any, are best for each task.	• **Seek many perspectives:** Explore a variety of viewpoints from different sources to develop a well-rounded understanding of topics and be aware of potential biases. • **Use effective prompts:** Ask clear and detailed questions when using AI tools, keep improving your questions to generate better answers. • **Verify Sources:** Double check the reliability and accuracy of information provided by AI tools by cross-referencing it with other trusted sources.	• **Protect Personal Information:** Never provide personal information to AI tools, such as your name, age, address, phone number or other sensitive data. • **Trust your instincts:** If something feels off or uncomfortable when using AI tools, trust your instincts and close the program. • **Use trusted AI tools:** Only use the trusted AI tools approved by your teacher.	• **Be Honest:** Always disclose when you have used AI in your learning. Reference AI tools using APA referencing and sign the student disclosure statement on your task sheet. • **Double Check:** Assessment task sheets give guidance about the extent of AI use allowed. • **Keep records:** Keep drafts and evidence of your process to be transparent about how you did or did not use AI in your work.

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SOURCE VARIETY

DIMINISH
BIAS

MULTIPLE
PERSPECTIVES

1:53 / 2:34

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Elements of a Good Prompt

Act as a helpful tutor who breaks down complex subjects into easy explanations.

I want you to explain the process of photosynthesis to a

14 year old student, to assist with biology exam preparations.

Your answer should be 300 words, written in a tone that's friendly and educational.

Persona: Ask the tool to take a role

Objective: What do you want the AI to do

Audience: Specify who it's for

Context: What does the tool need to know

Boundaries: Set your own direction & limitation

Tip 1

Give Clear Instructions

Use commands that instruct the AI tool on what you want to generate, such as 'explain', 'translate', 'summarise' or 'compare'.

Tip 2

Provide Context

Adding context and background information can help the tool to understand the task better. For example, mention the project type such as 'short story', 'report' or 'outline

Tip 3

Iterate & Experiment

Try different instructions and techniques if you don't get the results you want. Prompting can be like an experiment that may require several rounds of iterations!

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STUDENT TIPS FOR AI USE

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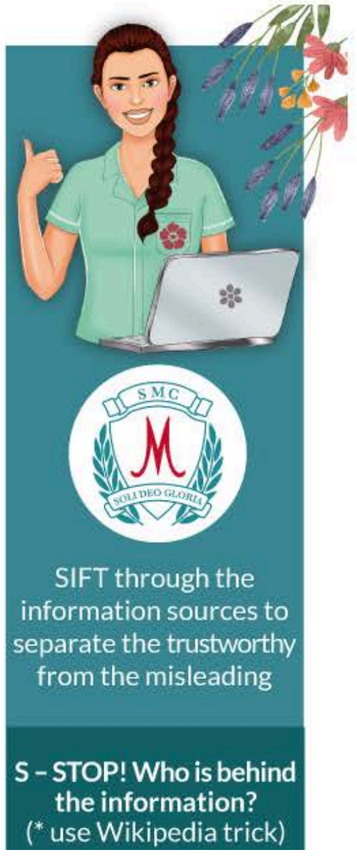
S.I.F.T.

S.I.F.T. has been created to help us figure out whether the information we are using is credible.

LibGuides, Research Database and Non-Fiction texts contain curated information meaning information has been carefully selected to be used.

The internet contains information that can be unverified and non-curated and this is where the S.I.F.T method becomes invaluable.

All you have to do is: **Stop. Investigate. Find. Trace.**



STOP - Do you know who is behind the source's information? Do you know this sources reputation?

What is a source?

The source of the information can be a place, person or thing from which the information originated or was obtained from.

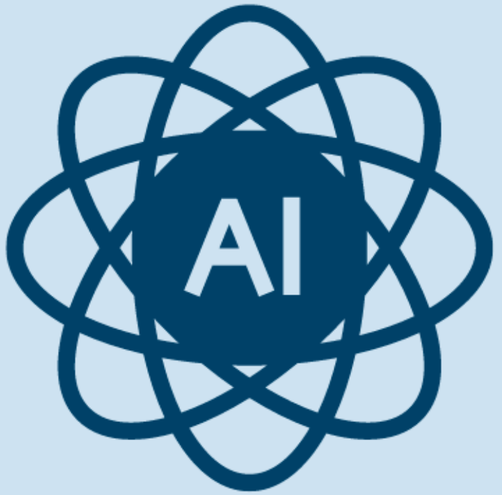
How do I quickly find out about the source?

Wiki Check

Use the link below to have a go yourself

Activity 1: Check the source by doing a Wikipedia check

https://www.theshovel.com.au/2023/01/27/dad-tells-awestruck-children-story-of-how-he-survived-entire-school-day-without-1-5-litre-water-bottle/



AI TOOLS STUDENTS

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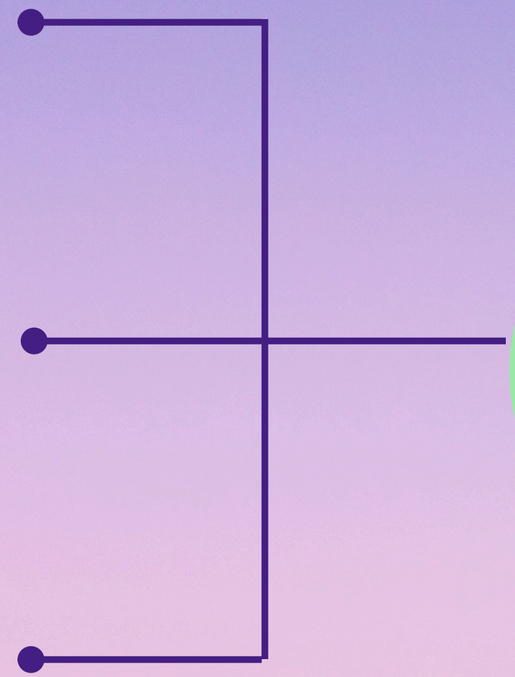
Academic Committee

Student tips for AI use

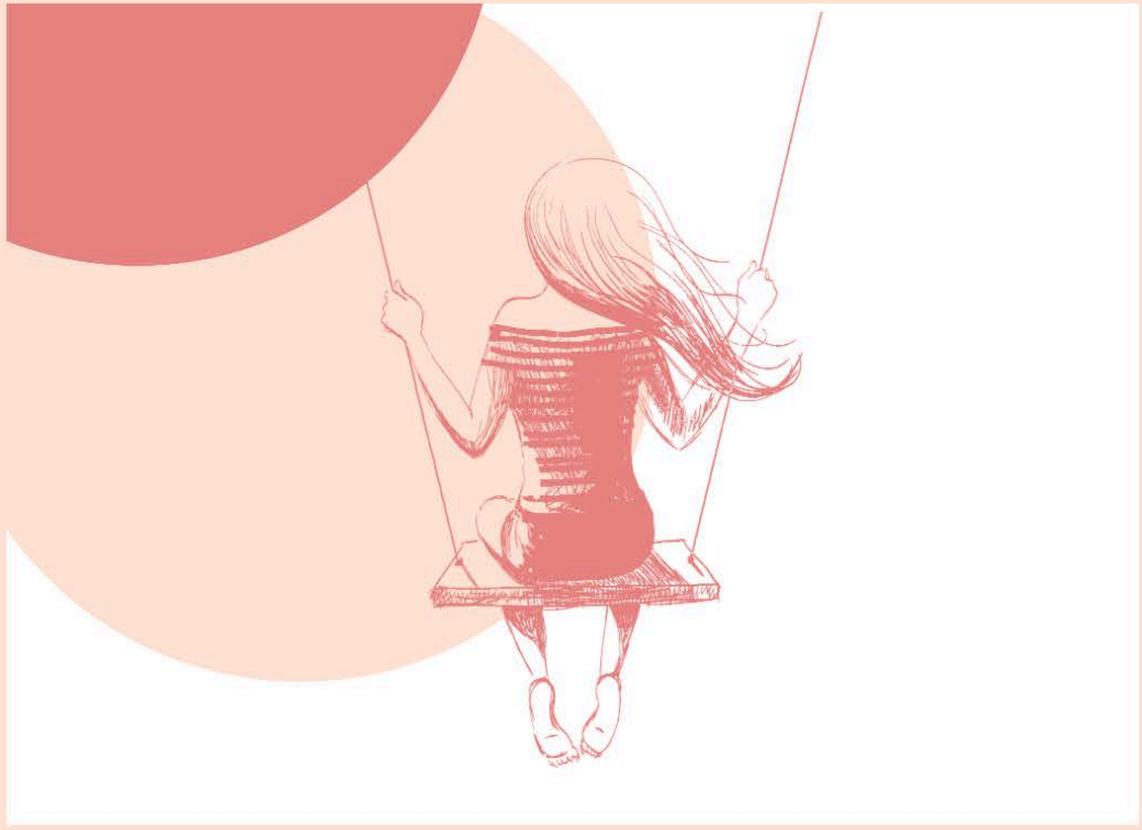
AI upgrade courses



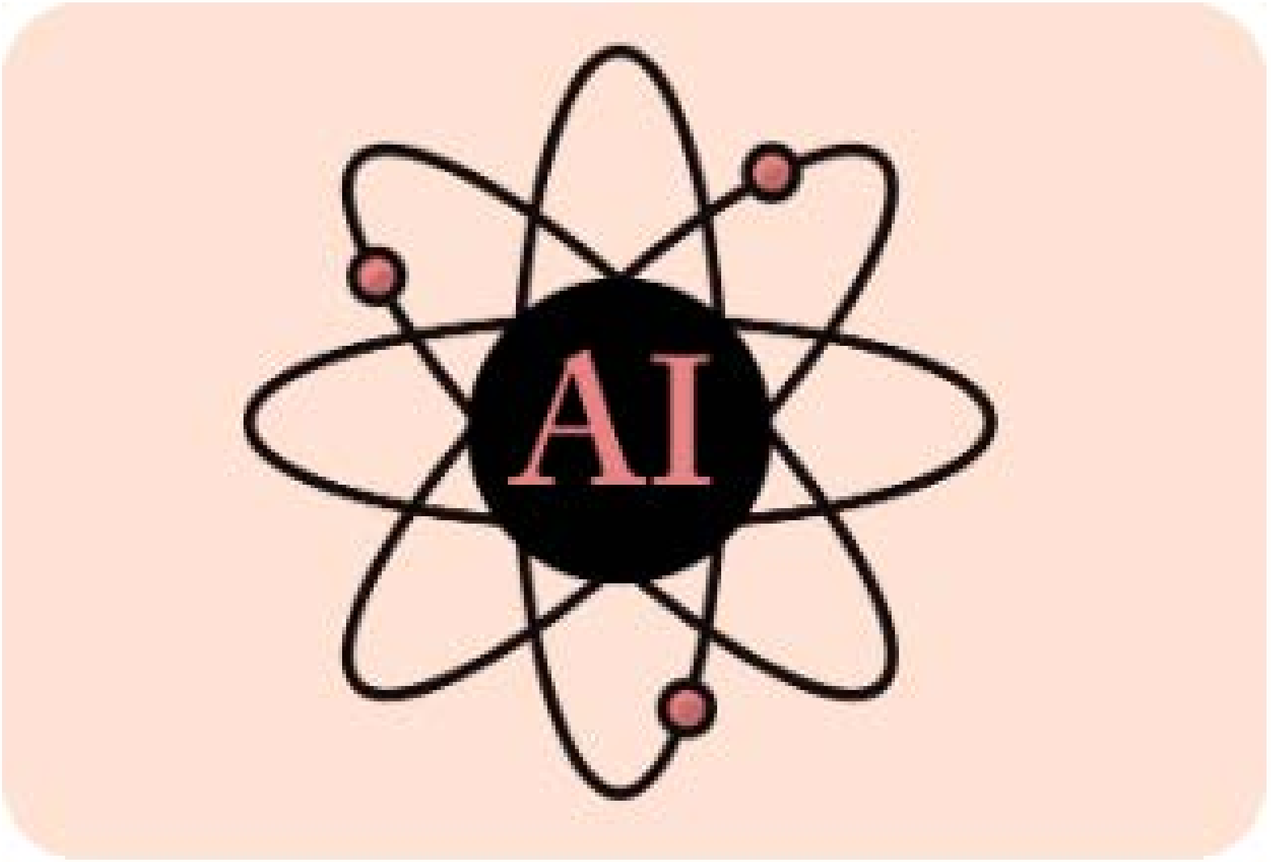
Students

UpGrade

Empower your future with self-paced elearning brought to you by the SMC Library

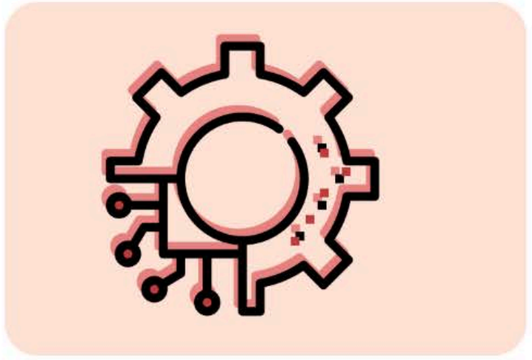


Explore Courses



Artificial Intelligence

Artificial Intelligence (AI) is a revolutionary force in education. Learn how to use it correctly and wisely in the following courses.



AI: feedback and editing

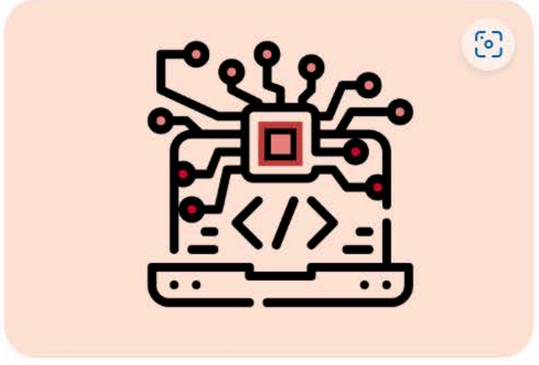
Use AI to provide feedback, self-assessment or editing and revision.

AI: referencing

Learn how to reference AI (ChatGPT and CoPilot)

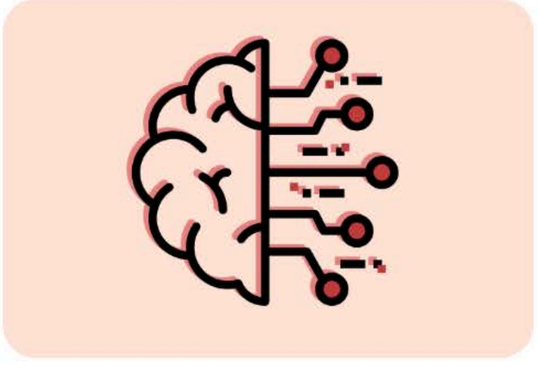
AI: tools

Learn how to use the following AI tools: ChatGPT, CoPilot, Grammarly, Canva, Adobe Express and Adobe Firefly



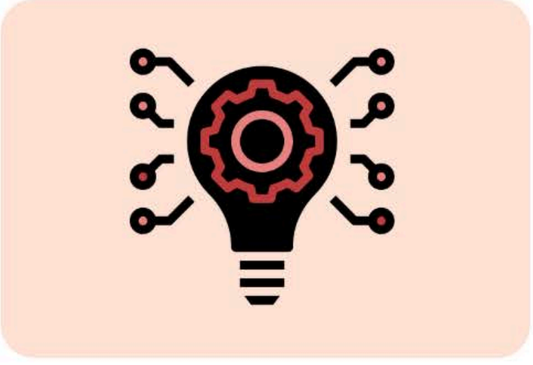
AI: the low down

AI is everwhere! But what do you need to know? This course goes over what AI is, how you can use it for school and with Academic Integrity. Things to watch out for and how you can make the most of this amazing tool!



AI: brainstorming and ideas

Need someone to bounce your ideas? AI can help! AI can give you ideas about what to include in your research, where to find it and it can even help you make images of what you're thinking and storyboards!



AI: outlining and notes

Use AI to outline entire responses or convert notes into organised ideas.

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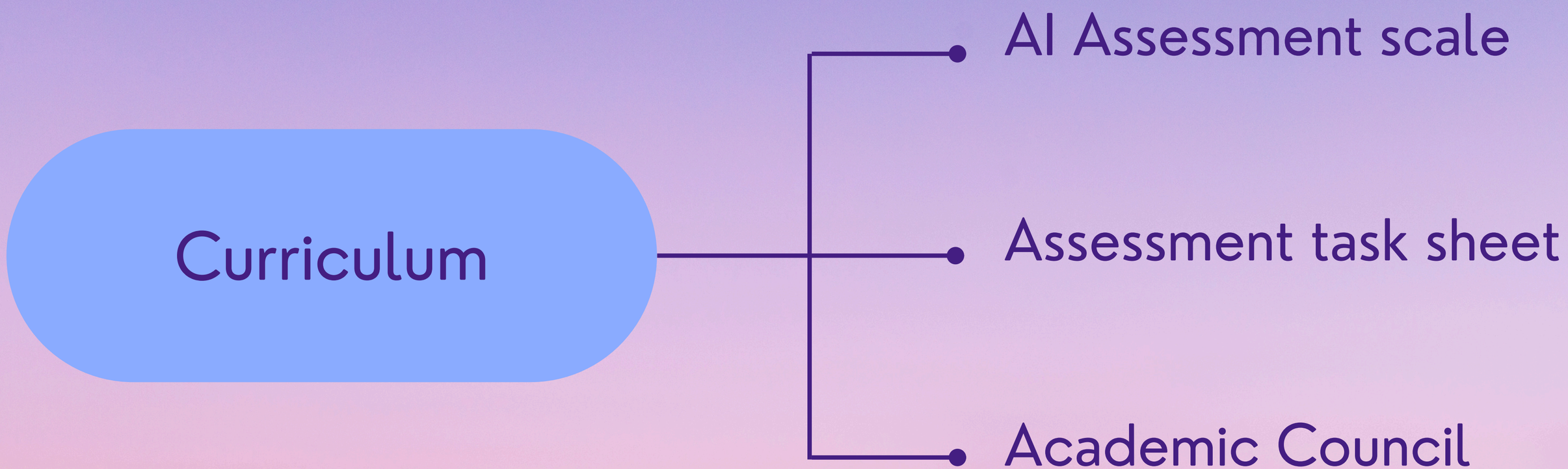

Quotes from a Year 9 student:

“Some students are using it to do their whole projects, especially in subjects we know won’t check”

“I think teachers should assess the process, not just the finished product”

TRANSPARENCY

It is responsible and ethical to be open and honest when you have used AI tools.

Tips

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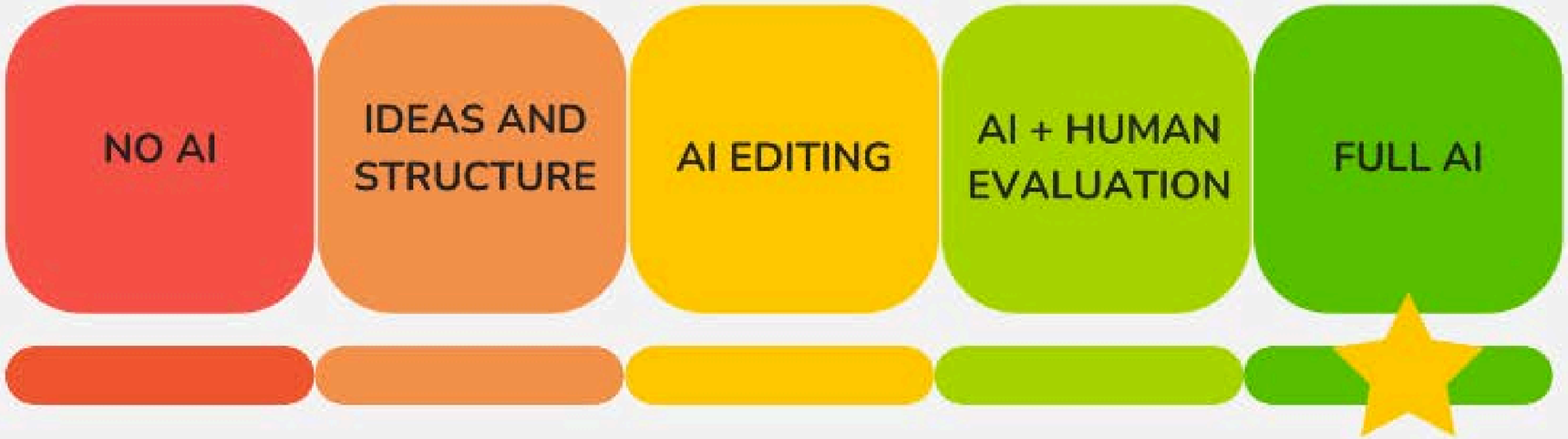

THE AI ASSESSMENT SCALE

A TOOL FOR GENAI ASSESSMENT

leonfurze.com

The AI Assessment Scale

1	**NO AI**	The assessment is completed entirely without AI assistance in a controlled environment, ensuring that students rely solely on their existing knowledge, understanding, and skills **You must not use AI at any point during the assessment. You must demonstrate your core skills and knowledge.**
2	**AI PLANNING**	AI may be used for pre-task activities such as brainstorming, outlining and initial research. This level focuses on the effective use of AI for planning, synthesis, and ideation, but assessments should emphasise the ability to develop and refine these ideas independently. **You may use AI for planning, idea development, and research. Your final submission should show how you have developed and refined these ideas.**
3	**AI COLLABORATION**	AI may be used to help complete the task, including idea generation, drafting, feedback, and refinement. Students should critically evaluate and modify the AI suggested outputs, demonstrating their understanding. **You may use AI to assist with specific tasks such as drafting text, refining and evaluating your work. You must critically evaluate and modify any AI-generated content you use.**
4	**FULL AI**	AI may be used to complete any elements of the task, with students directing AI to achieve the assessment goals. Assessments at this level may also require engagement with AI to achieve goals and solve problems. **You may use AI extensively throughout your work either as you wish, or as specifically directed in your assessment. Focus on directing AI to achieve your goals while demonstrating your critical thinking.**
5	**AI EXPLORATION**	AI is used creatively to enhance problem-solving, generate novel insights, or develop innovative solutions to solve problems. Students and educators co-design assessments to explore unique AI applications within the field of study. **You should use AI creatively to solve the task, potentially co-designing new approaches with your instructor.**

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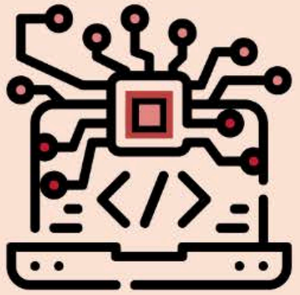
Perkins, Furze, Roe & MacVaugh (2024). The AI Assessment Scale

AI Use	1 – No AI Use	2 – Brainstorm and Ideas	3 – Notes and Structure	4 – Feedback and Evaluation
	Assessment completed under supervision and/or handwritten and/or under exam conditions.	AI is permitted in the initial stages of the assessment for brainstorming and/or idea generation.	AI can be used to outline, summarise, or structure responses.	AI can be used to provide feedback, self-assessment or editing.



AI: the low down

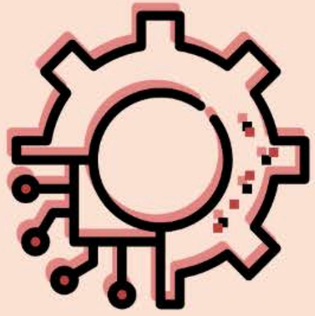
AI is everwhere! But what do you need to know? This course goes over what AI is, how you can use it for school and with Academic Integrity. Things to watch out for and how you can make the most of this amazing tool!

AI: brainstorming and ideas

Need someone to bounce your ideas? AI can help! AI can give you ideas about what to include in your research, where to find it and it can even help you make images of what you're thinking and storyboards!

AI: outlining and notes

Use AI to outline entire responses or convert notes into organised ideas.



AI: feedback and editing

Use AI to provide feedback, self-assessment or editing and revision.

AI: referencing

Learn how to reference AI (ChatGPT and CoPilot)

Student Declaration

Academic Integrity Declaration:

- ☐ This task contains all my own work. Ideas, content or images taken from other sources are indicated using the APA referencing system. If my teacher has permitted the use of artificial intelligence (AI), I have listed this in my in-text citations and included a shareable link in my references, or as an appendix.
- ☐ I am aware of the penalties for using other student's work or other author's work, as outlined the in the College Assessment and Reporting policy on SEQTA.

Student Signature		**Date**	

Where to from here?

Reimagining Assessment

Resources

LinkedIn

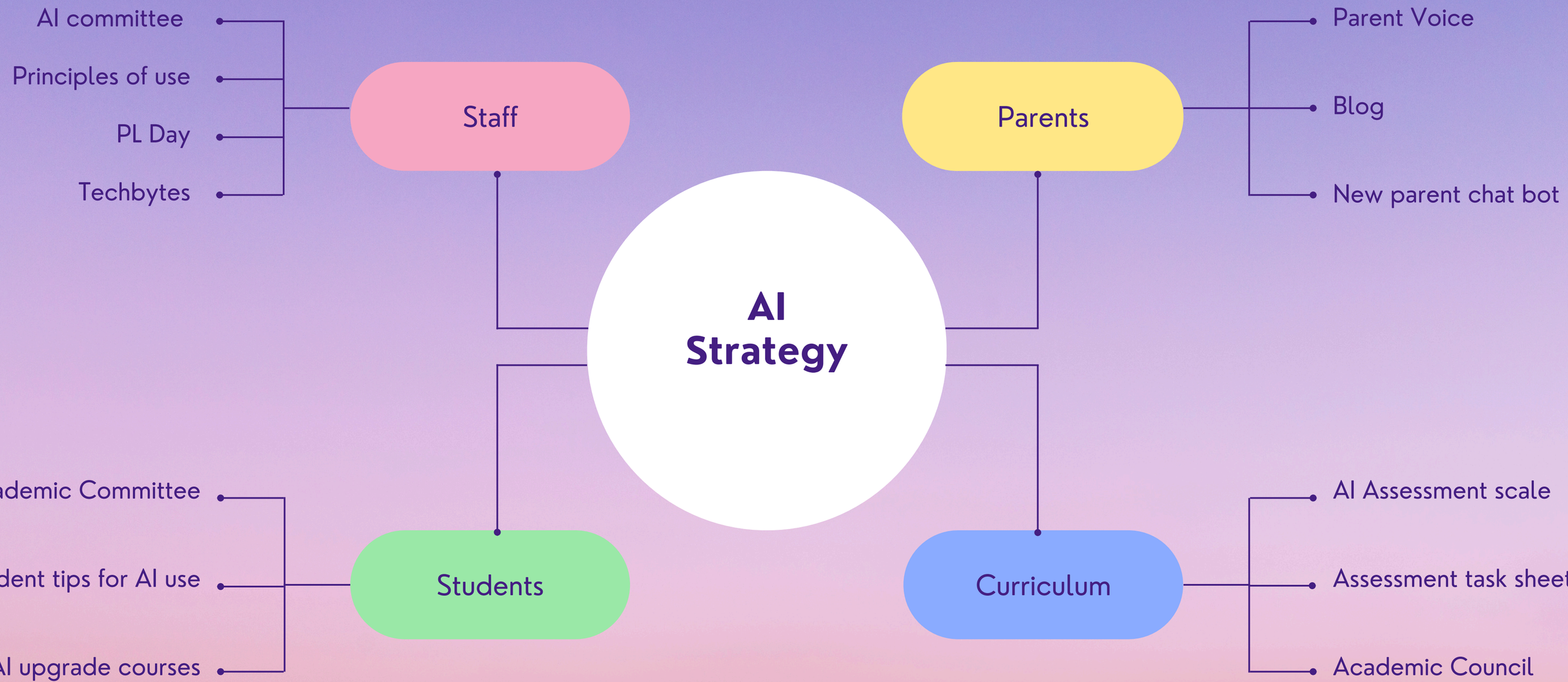
Amelia King

Jason Gulya

Amanda Bickerstaff

Leon Furze

Questions?


AI committee
Principles of use
PL Day
Techbytes
Staff
Parents
Parent Voice
Blog
New parent chat bot
AI Strategy
Academic Committee
Student tips for AI use
AI upgrade courses
Students
Curriculum
AI Assessment scale
Assessment task sheet
Academic Council