**DELETE THIS PAGE ONCE YOU HAVE READ IT**

While there are several draft template policies, none consider Te Tiriti, tikanga or Māori Data Sovereignty. Nor do they differentiate between on premise licenced AI, Gen and AI, Algorithms and emerging technologies.

This is a New Zealand and Te Tiriti aware AI and GenAI policy. It is based on best practices and by referencing other policies.

This Taonga was created by Dr Karaitiana Taiuru at http://www.taiuru.maori.nz using the mātauranga of many others, it has no copyright attached.

Some of the public sources that were used include:

* https://teachergpt.co.nz/articles/creating-an-effective-ai-policy-for-schools
* https://homepages.ecs.vuw.ac.nz/~simon/principal-study/sample\_policy.html
* <https://hub.op.ac.nz/about-us/governance-and-management/policy-library/generative-gen-ai-policy>

You are encouraged to copy, modify and use as you see fit.

Note: As a sample policy document for education providers, to use it should be adapted to fit the specific needs and context of your school. It is recommended that you include student and community representatives in the discussion and further development of this policy.

Ngā mihi,

Dr Karaitiana Taiuru

<http://www.taiuru.maori.nz>

AI and GenAI Policy

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| **Approval Date** |  |
| **Approved By** |  |
| **Next Review** |  |
| **Responsibility** |  |
| **Version** | 1.1 |

This policy recognises the transformative potential of Artificial Intelligence (AI) to enhance teaching, learning, and administrative functions. This policy outlines the principles, guidelines, and expectations for the responsible, ethical, and secure use of AI by all members of our school community, including students and staff when using AI tools for educational purposes, whether on school premises, using school devices, or for school-related activities.

This policy is guided by the New Zealand Ministry of Education's recommendations, the New Zealand Qualifications Authority's (NZQA) guidelines on academic integrity, the principles of the Privacy Act 2020, Digital Harmful Communications Act, and Te Tiriti o Waitangi.

# Definitions

* **AI (Artificial Intelligence):** A broad field of computer science focused on creating intelligent agents, which are systems that can reason, learn, and act autonomously, performing cognitive tasks normally requiring human intelligence.
* **Algorithm:** An algorithm is a clearly specified mathematical process for computation; a set of rules that, if followed, will give a prescribed result.
* **Generative AI:** A type of AI that can generate new content, such as text, images, audio, or video, in response to prompts or data inputs. Examples include large language models (LLM’s) and text-to-image generators.
* **Large Language Model:** A type of artificial intelligence (AI) that uses deep learning to understand, generate, and predict human-like text
* **On-premises AI and GenAI tools:** Are hosted and managed within an organisation’s own infrastructure therefore the data is private to that organisation.
* **Public AI and GenAI tools:** Publicly accessible to anyone either for free or with a paid subscription. These tools are delivered via external cloud providers and the data inputted is used for public training and is not private.

# Purpose

The purpose of this policy is to:

* Guide the responsible, ethical, and secure use of AI and Generative Artificial Intelligence (GenAI) tools within **(Enter School Name)**
* Recognise that Māori Data is a taonga and subject to tikanga Māori.
* Ensure compliance with privacy, data security, and regulatory requirements.
* Promote transparency and accountability in the use of AI and Generative Artificial Intelligence (GenAI) tools by staff and students.
* Establish clear expectations and responsibilities regarding the appropriate and ethical application of GenAI technologies at **(Enter School Name)**.

# Background

AI and Generative Artificial Intelligence (GenAI) tools have rapidly emerged as powerful technologies that can create text, audio, video, images, code, and other content. While these tools offer significant opportunities to enhance learning and learning in vocational education, they also present challenges related to academic integrity, assessment validity, and ethical use.

This policy:

* recognises that AI and GenAI tools are increasingly integrated into professional practice across trades and vocational sectors; and
* aims to prepare students for responsible AI use in their future careers while maintaining the integrity of educational processes and ensuring authentic skill development.

Policy

# Student Use of AI

* **Research and Information Gathering:** AI and GenAI tools can be used to gather information and explore different perspectives under the guidance of a teacher.
* **Brainstorming and Idea Generation:** AI and GenAI tools can assist in generating ideas and overcoming creative blocks.
* **Drafting and Editing (with acknowledgement):** AI and GenAI tools can be used to assist with drafting and editing written work, provided that its use is clearly acknowledged.
* **Language Learning:** AI tools that provide feedback on grammar and pronunciation may be used for language practice.

## Restricted Uses

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| **NCEA External Assessments** | The use of AI is strictly prohibited in all NCEA external assessments. |
| **Submitting AI-Generated work as your own** | Submitting work generated entirely by AI and GenAI tools as one's own original work is considered academic misconduct. |
| **Unpermitted use in Internal Assessments** | The use of AI and GenAI tools in internal assessments is subject to specific guidelines provided by the teacher for each task. Students must clarify with their teacher whether AI and GenAI tools use is permitted and to what extent. |
| **Inputting Personal Information** | Students are prohibited from inputting their own or others' personal information into free AI and GenAI tools. Examples could include DOB, home address, student ID, and anything else that would breach the Privacy Act. |
| **Acknowledgement and Referencing** | Any use of AI and GenAI tools in assignments (where permitted) must be clearly acknowledged and referenced according to the section “Acknowledging usage of AI and Gen AI Tools” of this policy. |
| **Presenting** | AI-generated summaries or analyses without critical evaluation or proper referencing. |
| **Submitting** | AI-generated ideas as solely one's own without further development. |
| **Relying** | Solely on AI for answers or completing practice tasks without engaging in the learning process. |
| **Self-assess** | Reflect on how much you rely on AI tools for completing tasks versus your own critical thinking and problem-solving. |

# Staff Use of AI

**Lesson Planning and Resource Creation:** AI and GenAI tools can be used to assist with generating ideas for lessons, creating learning materials, and finding relevant resources.

**Administrative Tasks:** AI and GenAI tools can be used to automate certain administrative tasks, such as drafting emails or summarizing information, to improve efficiency.

**Professional Development:** Staff are encouraged to explore AI and GenAI tools to enhance their own professional learning and understanding of the technology.

## Restricted Uses

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| **Marking Student Work** | AI and GenAI tools should not be used for the primary marking or evaluation of student work. Teachers retain the responsibility for assessing student learning. |
| **Inputting Sensitive Student Data** | Staff must exercise extreme caution and avoid inputting sensitive or personal student data into AI and GenAI tools that may store or reuse this information. Secure and privacy-preserving AI tools should be prioritized. |
| **Modelling Responsible Use** | Staff are expected to model responsible and ethical AI and GenAI tools use for students and to promote critical thinking about the technology's capabilities and limitations. |
| **Professional Learning** | The school will provide opportunities for staff to develop their AI and GenAI tools literacy and pedagogical approaches for integrating AI effectively into their teaching. |

# Data Privacy and Security

Our school is committed to protecting the privacy and security of student and staff data in accordance with the Privacy Act 2020. When using AI and GenAI tools, the following guidelines must be adhered to:

* Avoid inputting personal information into free or unverified AI and GenAI tools.
* Prioritise the use of AI and GenAI tools that have clear privacy policies and demonstrate a commitment to data security.
* Conduct Privacy Impact Assessments (PIAs) for any AI and GenAI tools that will be used extensively within the school.
* Ensure transparency with students and parents about the AI and GenAI tools being used and their data handling practices.
* Regularly review the privacy settings and terms of service of AI and GenAI tools to ensure they align with the school's privacy policies.

# Use of Mātauranga

**Māori Data and Māori Data Governance**

* Māori Data is: Digital or digitisable information or knowledge that is about or from Māori people, language, culture, resources, or environments. Māori Data is a Taonga and subject to Māori Governance.
* Māori Data Sovereignty is Māori Data Governance. The principles, structures, accountability mechanisms, legal instruments, and policies through which Māori exercise control over Māori data.
* Internally, any AI and GenAI associated with translating Te Reo Māori or generated multimedia must have the result confirmed by a staff or community member with expertise in te ao Māori.
* Any mātauranga Māori that is used to train a Generative AI (te reo Māori, images, pūrākau, etc.) is done with permission from the traditional knowledge holder/author and is authenticated by a staff or community member with expertise in te ao Māori.
* Knowledge that is considered tapu in te ao Māori is never used with AI and GenAI tools.   
  Tapu data includes but is not limited to:  
  Photos of the deceased, marae, carvings;  
  Whakapapa of individuals or collectives  
  pūrākau  
  waiata and whāikōrero  
  Any data that is deemed tapu by the kaitiaki of the content of the data.
* Any dispute of plagiarism will be assessed by the organisation mandated Māori staff member with expertise in te ao Māori.
* Where AI generated material such as text, images, video etc., is used, it must be acknowledged.

# Acknowledging usage of AI and Gen AI tools

The following information should be included when acknowledging the use of AI tools. See attached spreadsheet template:

* Reference Number
* AI Tool Used
* What aspect of your work did you use it for? (eg Brainstorming, Evidence Review, clarity of ideas)
* Full details of the prompt(s)
* How did you fact/bias check the outputs?
* Issues such as misinformation or hallucinations
* How did you ensure your use of AI was Safe, Tikanga appropriate, Ethical and Responsible?
* How did using the AI tool contribute to your learning?

## APA Referencing

**In-text citation:**

Developer (Year) states that …

**Reference list entry:**

Developer. (Year). Tool name (Version info) [AI model type]. Publisher. URL

**Example:**

In-text: (OpenAI, 2025)  
Reference: OpenAI. (2025). ChatGPT (Sept 5 version) [Large language model]. <https://chat.openai.com/>

**In-text citation only:**

(ChatGPT, personal communication, Month Day, Year)

For example: (ChatGPT, personal communication, September 5, 2025)

**Note:** No reference list entry is needed for personal communications.

Specific conversation or private output (not reproducible should be treated as personal communication)

# Human Oversight (“Human-in-the-Loop”)

* All AI and GenAI tools outputs that affect people, services, or decisions must be checked, verified, and approved by a qualified human reviewer before any action is taken.
* AI and GenAI tools may assist decision making but never replace human judgment, accountability, or discretion.
* Where AI and GenAI tools recommendations are used, the responsible human must document how the output was interpreted, verified, or overridden.
* Responsibility for AI and GenAI tools assisted decisions remains with the human staff member or approving officer.
* The school will regularly audit AI and GenAI tools to ensure ongoing fairness, accuracy, and compliance.

# Algorithms

Any algorithms in systems that (Enter Name of School) uses, must be transparent and tested for bias by our communities.

(Enter Name of School) will be guided by the New Zealand Algorithm Charter <https://data.govt.nz/assets/data-ethics/algorithm/Algorithm-Charter-2020_Final-English-1.pdf>

# Approved AI Tools

## Permitted On-premises AI Tools

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| **Tool Name** | **Description** | **Approved Uses** | **Restrictions** |
| **Microsoft Copilot** | Integrated GenAI assistant within Otago Polytechnic Microsoft 365 environment. Secure, enterprise-grade AI tool. | * Uploading and processing institutional data * Drafting documents, emails, reports * Summarising meeting notes and research * Supporting teaching and learning content creation | * Must be accessed via school login * Use must comply with privacy, and data governance policies |

## Permitted Public GenAI Tools (Conditional Use)

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| **Tool Category** | **Examples** | **Permitted Uses** | **Restrictions** |
| **Public GenAI Platforms** | ChatGPT, Claude, Gemini, Perplexity, DALL·E, GitHub, Grammarly (free). | * Brainstorming * Language support * Concept exploration * Non-sensitive research assistance | * **Do not** upload or input other people’s intellectual property, any personally identifiable information (PII), student data, institutional content, or confidential material * **Do not** use your organisational login to access * Must be used for general-purpose tasks only * All use must be acknowledged in academic submissions when relevant |

## Evaluated and approved for use

The following public AI and GenAI tools have been evaluated and approved for use by school staff:

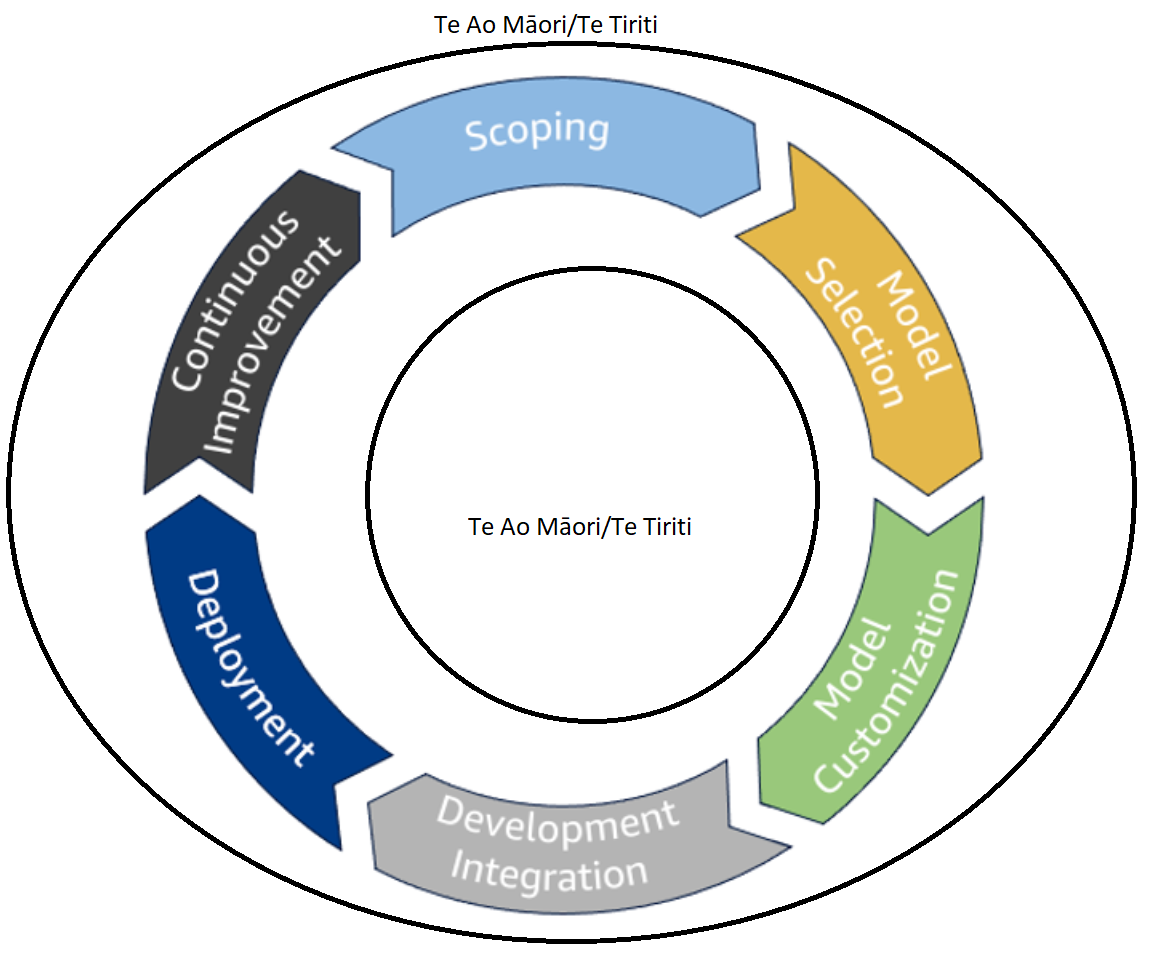
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| **Tool Name** | **Requirements** | **Access** | **Examples it helps with include:** |
| **ChatGPT** | Users must ensure "Share data to help improve ChatGPT for everyone" is switched OFF in account settings | Staff may use personal or school provided accounts. | - Lesson planning  - Admin tasks  - Report comments |
| **Google Gemini** | For privacy control, never use a personal account for work. | School provided accounts only. | - Lesson planning  - Admin tasks  - Research  - Report comments |

# Creating new Large Language Models (LLM)

Staff and students are encouraged to create new GenAI models with existing models such as ChatGPT.

If so, they should use the AWS Generative AI model life cycle, ensuring that each stage considers Te Ao Māori and Te Tiriti principles.

It must be remembered that though the custom LLM is not publicly accessible without a subscription, it still resides on international servers, where long term privacy is not guaranteed and local laws apply.

Image Credit: AWS

# Building a new AI Tool

The following principles from the WAI 2252 Te Tiriti Focused AI Governance Model should be used when building a new AI or GenAI tool

**Tino Rangatiratanga**: Embedding Māori leadership, decision-making, and governance at all levels of the AI system's lifecycle.

**Equity**: Achieving equitable outcomes for Māori and contributing to Māori development.

**Active protection**: Ensuring equitable outcomes for Māori and obtaining Free, Prior, and Informed Consent (FPIC) for the use of Māori data.

**Mana whakahaere**: Effective stewardship over AI systems, recognising Māori Data as a Taonga

**Mana Motuhake**: Following tikanga throughout the AI development and deployment cycles.

# Review

This policy will be reviewed quarterly or more frequently if required due to significant technological or regulatory changes.

Reviews will include input from:

* Academic staff
* Students
* Relevant external stakeholders

# Approved

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# Revision History

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| Version | Date | Author / Owner | Summary of Changes | Approval / Review |
| 1.0 | 22 October, 2025 | Dr Karaitiana Taiuru | First edition. |  |
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