

Kaimahi guidelines for using AI

Te Kura promotes responsible use of AI tools by kaimahi and ākonga by educating on benefits and risks, ensuring transparency, protecting privacy, addressing biases, and continually updating practices in line with AI advancements.

Choose a safe tool

Use tools that enhance the security of our personal and company data

- [Co-Pilot](#) / Bing Chat

Do not use tools that haven't been assessed or qualified by the Academic Committee, the AI Working Group or IRG.

Do not use tools, even free ones, as Te Kura has no controls over how our data is used.

Avoid Personal Information

Exclude any personal or identifying data

- Do not use; names, addresses, phone numbers, or other identifiable details
- Be cautious not to input sensitive information, including Te Kura's name, logo, or course content

Quality Control

Review the AI-generated content

- Check for accuracy, coherence, and relevance
- Ensure it aligns with the intended purpose of the document

Consistency

- Verify consistent formatting, style and terminology
- Ensure headings, fonts and spacing are uniform

Edit and refine as needed to improve readability and clarity.

Mandatory declaration of AI use*

When producing sensitive or official documents a declaration is expected

- Clearly state that AI tools were used in creating the document
- Include a brief explanation of how AI was employed

*To meet the government and the Ministry of Education's [Principle of Transparency](#) applied to all schools

Additional checks

Legal and Ethical Considerations

Confirm compliance with privacy laws and regulation. If unsure, contact the [AI Working Group](#)

When using AI tools, remember that all Te Kura's policies and procedures apply, in particular:

- [Copyright & Related Rights Policy](#)
- [Digital Citizenship Policy](#)
- [Information Security Policy](#)
- [Privacy Policy](#)
- [Recordkeeping Policy](#)
- [Responsible ITC use policy](#)