

Generative artificial intelligence - policy

Department of Education and Training

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Read this document with the Generative artificial intelligence (AI) guidelines, Digital applications policy and the Acceptable use of digital resources policy.

1. Policy

The Department of Education and Training (department) endorses the appropriate and well-planned application of generative AI in educational contexts, with due regard to privacy, security, inclusivity, and responsible and ethical use.

Department employees and school body employees using generative AI tools must:

- use generative AI tools in line with the department's Digital applications policy and the Northern Territory (NT) Government's Acceptable use of digital resources policy
- only input information marked PUBLIC or UNCLASSIFIED according to the Northern Territory Public Sector Organisations Records and Information Management Standard
- evaluate and verify decisions and content produced by the generative AI tool, especially when generative AI is used for decision making that will directly impact individuals
- maintain authentic learning relationships with parents and students when using generative AI tools in schools.

All department employees and school body employees using generative AI tools must not:

- upload personal and sensitive information into generative AI tools, in line with the Information Privacy Principles and their obligations under the *Information Act 2002* and the NT Public Sector Organisations Records and Information Management Standard
- use generative AI tools to create fake content to deceive or manipulate people, directing students in their care not to do this as well
- use generative AI for preparing Cabinet submissions, or developing of government and department policy or position papers
- use generative AI for developing creative works that are expected to be original.

All students using generative AI tools must follow the advice of their school to:

- use generative AI tools in line with the Digital applications policy and the Acceptable use of digital resources policy
- evaluate and verify decisions and content produced by the generative AI tool.

All students using generative AI tools must not:

- upload personal and sensitive information into generative AI tools
- use generative AI tools to create fake content to deceive or manipulate people
- use generative AI for developing creative works that are expected to be original.

This policy aligns with the national approach to guide the responsible and ethical use of generative AI tools in ways that benefit students, schools and society through the Australian Framework for Generative Artificial Intelligence in Schools.

It also aligns with the NT Government's AI Assurance Framework and accompanying ethics principles set out for all NT Government staff.

Before using any generative AI tool, schools must ensure that they are able to implement the tool in an accessible and inclusive way. This includes meeting obligations under the *Anti-Discrimination Act 1992* and the *Disability Standards for Education 2005 (Cth)* to make reasonable adjustments to accommodate staff or students with disability.

2. Purpose

The purpose of this policy is to ensure that generative AI procurement and use by department employees, school body employees and students:

- complies with relevant legislation, and Australian and NT Government policy
- meets privacy and security requirements
- is responsible and transparent
- ensures academic integrity
- benefits students and schools.

3. Scope

This policy applies to all department and school body employees who choose to use or procure generative AI tools for work purposes and in the delivery of educational services and to students who choose to use generative AI tools in the creation of school work.

The following areas are out of the scope of this policy:

- non-government school users in the NT, except when using the NTSchools network
- organisations outside the NTSchools network, delivering Vocational Education and Training programs
- advice regarding standards for the development of generative AI tools
- the use of other forms of AI, such as predictive AI.

4. Roles and responsibilities

4.1. Chief Executive

The Chief Executive is responsible for:

- approving the use of high-risk generative AI tools in the NTSchools environment in line with the responsibilities outlined in the Digital applications policy.

4.2. Department of Corporate and Digital Development

The Department of Corporate and Digital Development is responsible for:

- completing security risk assessments and reviewing AI assurance assessments for generative AI tools, in line with the responsibilities outlined in the Digital applications policy and the NT Government's AI Assurance Framework
- advising the department if and why the proposed use is high risk.

4.3. Strategic and Business Services

Strategic and Business Services is responsible for:

- approving use of low- and medium-risk generative AI tools in line with the responsibilities outlined in the Digital applications policy.

4.4. Quality Assurance Services

Quality Assurance Services in Quality Standards and Regulation is responsible for:

- completing Privacy impact assessments of generative AI tools in line with the responsibilities outlined in the Digital applications policy.

4.5. Principals and managers

Principals and managers are responsible for:

- leading consultation and decision-making about the use of generative AI and ensuring compliance with this policy in their schools or workplaces, in collaboration with the school community
- ensuring the well-planned application of generative AI tools, with due regard to privacy, security, inclusivity, and responsible and ethical use; and in line with the Digital applications policy, Acceptable use of digital resources policy, and the NT Government's AI Assurance framework
- directing students and staff in their care not to use generative AI tools for creating fake content to deceive or manipulate people.

4.6. All staff

All staff are responsible for:

- ensuring the use of generative AI tools in their school or workplace is in line with this policy and the Generative AI guidelines
- adhering to school or workplace processes and guidance when using generative AI tools, including maintaining the security of personal, sensitive and confidential information
- evaluating and verifying content created by generative AI to ensure the content is accurate and reliable
- appropriately acknowledging the use of generative AI tools in their work
- applying the principles of copyright when providing input to generative AI tools
- maintaining authentic learning relationships when using generative AI to support communication with students, families and staff
- being transparent with staff, students and families on their use of generative AI in educational contexts and communications
- taking responsibility for any generative AI content they create, share or use and for ensuring their use of generative AI is robust and safe
- reporting unauthorised disclosures, access or misuse of information through the generative AI tool, in line with the department's Data breach response plan

- using appropriate platforms in line with their terms and conditions, and school and workplace guidance: conditions of use for approved tools are found in the Digital applications catalogue on eLearn
- monitoring and guiding student use of generative AI tools to ensure that use is responsible and ethical.

4.7. Staff working with students

All staff must support students to be responsible for:

- ensuring the use of generative AI tools for school purposes is in line with this policy and the Generative AI guidelines
- adhering to school processes and guidance when using generative AI tools, including maintaining the security of personal and sensitive information appropriately acknowledging the use of generative AI in creating and modifying schoolwork
- applying copyright rules when providing input to generative AI tools
- monitoring and reviewing content created by generative AI to ensure content is accurate and appropriate
- the ethical use of generative AI tools, ensuring generative AI is not used for creating harmful or inappropriate content
- using appropriate platforms in line with their terms and conditions, and with guidance from schools.

5. Definitions

Term	Definition
artificial intelligence	A technology that enables computers and systems to perform tasks that typically require human intelligence
conditions of use	Key information provided to staff about generative AI tools, designed to minimise risks and outline the specific rules and requirements of use
department	Department of Education and Training
Digital applications catalogue	A list of known and assessed digital applications by category, to be used by staff to make informed decisions about which digital application to use or invest in
educational contexts	Encompasses all the places and contexts where education services occur, including schools, early learning centres, training centres, virtual learning spaces and in central and regional offices
ethical use	The responsible and principled application of generative AI technologies to ensure use is fair, transparent, preserves privacy and is respectful of human rights
generative artificial intelligence	A branch of artificial intelligence that can create new content, including text, images, videos, software code, and music, mimicking human-like production

NTSchools environment	The infrastructure provided to schools and corporate offices, including the internet, Local Area Network (LAN), Wide Area Network (WAN), NTSchools servers at schools and corporate locations, and most devices that connect with this infrastructure. The Education help desk supports this infrastructure
personal information	Government information that discloses a person's identity or from which a person's identity is reasonably ascertainable
predictive artificial intelligence	Artificial intelligence that can identify patterns in past events and make predictions about future events
Privacy impact assessment	An assessment of a digital application's compliance with the Information Privacy Principles, as defined in Schedule 2 of the <i>Information Act 2002</i> . The assessment recommends risk minimisation practices for staff when using digital applications
School body	Relates to one of 3 school bodies: <ul style="list-style-type: none"> • a school representative body • a school management council • a multi-school management council School representative body includes joint school representative body.
security risk assessment	An assessment of a digital application in compliance with the NT Government Cloud computing policy and standards. The assessment recommends risk minimisation practices for staff when using digital applications
sensitive information	In relation to a person refers to: racial or ethnic origin, political opinion, membership of a political association, religious beliefs or affiliations, philosophical beliefs, membership of a professional or trade association, membership of a trade union, sexual orientations or practices, criminal records and health information In relation to NT public sector organisation records: information classified as protected, confidential, secret or top secret under the NTG Security Classification System or information containing dissemination limiting markers as defined in the NT Public Sector Organisations Records and Information Management Standard.

6. Related legislation, policy and documents

6.1. Legislation

- Information Act 2002 - <https://legislation.nt.gov.au/Legislation/INFORMATION-ACT-2002>
- Privacy Act 1988 (Cth) - <https://www.legislation.gov.au/C2004A03712/latest/text>
- Anti-Discrimination Act 1992 - <https://legislation.nt.gov.au/Legislation/ANTIDISCRIMINATION-ACT-1992>
- Disability Standards for Education 2005 (Cth) - <https://www.education.gov.au/disability-standards-education-2005>

6.2. Policy

- Digital applications policy - <https://elearn.ntschoools.net/policies/3772>
- Digital applications guidelines - <https://elearn.ntschoools.net/policies/3772>
- Acceptable use of digital resources policy - <https://ntgcentral.nt.gov.au/services-and-support/ict-services-websites/ict-policies-standards/policies/general/acceptable-use-of-digital-resources-policy>
- NT Government Cloud computing policy - https://ntgcentral.nt.gov.au/_data/assets/word_doc/0017/312380/cloud-computing-policy.docx
- NT Public Sector Organisations Records and Information Management Standard - <https://dcdd.nt.gov.au/government-records/records-information-management-standards>
- Generative artificial intelligence guidelines - <https://education.nt.gov.au/policies/conduct#headingNine-1397861>
- Generative artificial intelligence toolkit, staff log in required - <https://elearn.ntschoools.net/policies/8284>

6.3. Supporting resources

- Australian Framework for Generative AI in schools - <https://www.education.gov.au/schooling/resources/australian-framework-generative-artificial-intelligence-ai-schools>
- NT Government AI Assurance Framework - <https://ntgcentral.nt.gov.au/services-and-support/ict-services-websites/artificial-intelligence>
- Data breach response plan for the Department of Education and Training - <https://elearn.ntschoools.net/media/file/21405>
- Digital application catalogue - <https://elearn.ntschoools.net/supporting-staff/digital-applications/digital-applications-catalogue>

Acronyms	Full form
AI	Artificial Intelligence
Cth	Commonwealth
NT	Northern Territory

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