



Willunga High School – AI Use Guide

Aligned with SACE and Department for Education Guidelines

Effective from: 27/01/2026

Purpose

This document provides direction to staff, students, and families for the responsible use of Artificial Intelligence (AI) tools at Willunga High School. It ensures AI is used to support learning while maintaining academic integrity. These guidelines are informed by the South Australian Certificate of Education (SACE), International Baccalaureate Academic Integrity and Willunga High School Feedback, Assessment, Reporting and Monitoring policies.

What is AI?

AI tools include systems that generate content such as text, images, code, or data analysis based on user input (e.g., ChatGPT, Grammarly, Canva Magic Write, Google Gemini, QuillBot, and similar tools).

AI Use – When It *Can* Be Used

AI tools may be used by students in some scenarios with teacher guidance or approval including:

- ✓ **Brainstorming and Idea Generation:** Generating topic ideas, outlines, or approaches to a problem.
- ✓ **Skill Development and Feedback:** Practicing with AI tools for literacy, coding, language translation, or mathematics. Receiving general feedback on grammar, spelling, and sentence structure (Except in English classes or subjects where this is part of assessment criteria)
- ✓ **Research and Summarising:** Assisting with research by summarising articles or explaining complex concepts in student-friendly language.
- ✓ Generating questions for comprehension or discussion.
- ✓ **Creative Exploration:** Prompt creation for creative writing, art or design.
- ✓ **Accessibility and Inclusion:** Supporting diverse learners through AI-based tools for text-to-speech, translation, or scaffolding complex tasks.

AI Use – When It *Can't* Be Used

AI tools **must not be used** in specific scenarios including:

- **To Complete Work on Your Behalf:** Submitting AI-generated content (text, images, code, etc.) as your own original work is considered plagiarism and a breach of the Willunga High School Academic Integrity Policy
- **During Exams:** AI use is strictly prohibited during exams
- **To Bypass Learning:** Using AI to solve problems or generate answers undermines learning and the ability for teachers to assess based on knowledge and understanding.
- **For Misleading, Harmful or Unethical Purposes:** Creating false information, impersonating others, or using AI to bully, harass or deceive others.



Student Responsibilities

- Seek clarification from your teacher if unsure whether AI use is appropriate.
- Use AI ethically, respecting copyright and privacy laws.
- Ensure final work reflects your own learning and understanding.
- Submit formative assessments and drafts to ensure teachers can track your progress.
- Complete set tasks in class while under supervision of teacher and be prepared to discuss content in person as verification.

Consequences of Misuse

Misuse of AI in assessments will be treated as a breach of academic integrity under SACE & IBMYP policies. This may result in:

- A requirement to resubmit work. To be conducted outside of normal class time.
- Teacher will only mark identified non-plagiarised sections of work.
- A mark of zero for the task if no re-submission occurs.
- Further disciplinary action in line with school policies.

AI Disclosure Statement

Students may be asked to include a disclosure like this in their work:

“I used [AI tool name] to help brainstorm ideas / check grammar / summarise content. All final work is my own.”

Guideline Review

This policy will be reviewed annually or as new AI tools and SACE guidance emerge.

Important Links:

[Guidelines for using Artificial Intelligence \(AI\) in SACE assessments - South Australian Certificate of Education](#)

[Breach of rules \(Form 02\)](#)

[WHS-Academic-Integrity-Policy-1.pdf](#)

[Microsoft Word - WHS FARM Policy.docx](#)