

ARMIDALE FAMILY DAY CARE

GENERATIVE ARTIFICIAL INTELLIGENCE PROCEDURE

Related documentation	Code of Ethics, Governance Policy
Related Policies:	Privacy Policy, Child Protection and Child safe Policy and Procedure (Including Providing a child Safe Environment), Social Media Policy
Related Procedures:	Confidentiality Procedure, Management of Records Procedure
Regulation/s/ Standards:	Education & Care Services National Regulations 182 National Quality Standards 1.1, 2.2, 5.1.2, 6.1
References:	The Australian Framework for Generative AI in Schools (the Framework), Department of Education Guidelines Regarding the use of Generative AI, Privacy Act 1988, e – safety Commissioner guidelines
Date effective	March 2025
Date for review	March2028
Purpose	The purpose of this procedure is for AFDC to provide guidance on understanding, using and responding to generative AI in AFDC. The procedure aims to define what is safe, ethical and what responsible use of generative AI should look like. The procedure aims support safer use of AI for Management, The Coordination Unit, Educators, Families and Children.
Responsibility/applies	Management, Coordination Unit , Educators and Families.

Key information:

Generative Artificial Intelligence: Generative AI can generate new content such as text, images, audio, and video that resembles what humans can produce. It is effective at recognising patterns (in video, audio, text or images) and matching them when tasked with producing something.

Personal information: is any information that can be used to identify an individual directly or indirectly.

Generative Platforms: Platforms include but are not limited to Chatgpt, Copilot, GenIA, loveheartAI.

AFDC recognises that the appropriate use of generative AI tools is very beneficial to the Coordination Team and Educators. AFDC recognises that using generative AI significantly helps reduce the workload for Educators and supports them with their creativity and time management.

AFDC is committed to protecting the safety and privacy of the families and children and aims to guide educators and staff in a way that safeguards their personal information. AFDC aims to achieve the safe, responsible and ethical use of generative AI tools.

PROCEDURE:

- All Management, Coordination Unit and Educators will take appropriate care when entering information into generative AI tools which may compromise any families or children's data privacy. We will make sure to mask any personal information so that it can no longer be used to identify an individual. This process is crucial to protect privacy and comply with data protection regulations and with complying with Australian Law.
- The Coordination Unit and Educators will not enter any information in generative AI tools that can be linked to the families or Children. For example, no last names can be used, no addresses, dates of birth or any other personal information can be entered.
- The Coordination Unit and Educators will not upload any photos of children or staff onto AI tools.
- When the Coordination Unit and Educators use generative AI tools, they will make sure to not fabricate any observations/scenarios.
- The Coordination Unit and Educators will make sure that when they use generative AI tools that they are reading all information given to them and that the information /wording that they choose to use are realistic and understandable.
- The Coordination Unit will provide ongoing support to Educators about the risks involved with using generative AI tools including not leaving an online footprint.
- The Coordination Unit will further support and provide training to educators on the positive use of Generative AI within an early childhood setting.