ARMIDALE OUT OF SCHOOL HOURS CARE

GENERATIVE ARTIFICIAL INTELLIGENCE PROCEDURE

Related Policies:	Code of Ethics, Governance Policy, Privacy Policy, Child Protection and Child safe Policy and Procedure (Including Providing a child Safe Environment), Social Media Policy, Safe Use of Digital Technology and Online Environments Policy.
Related Procedures:	Confidentiality Procedure, Management of Records Procedure, Photo and Camera Procedure
Regulation/s/ Standards:	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	November 2025
Date for review	November 2028
Purpose	The purpose of this procedure is to provide guidance on understanding, using and responding to generative AI in Armidale OOSH. The procedure aims to define what is safe, ethical and what responsible use of generative AI should look like. The procedure aims to support safer use of AI for Management, Nominated Supervisor, Responsible Person Educators, Families and Children.
Responsibility/applies	Management, Nominated Supervisor, Responsible Person and Educators

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/AI Tools*:** Platforms include but are not limited to Open AI Chatgpt, Copilot, Anthropic's Claude, Google Gemini, Perplexity AI, GenIA, loveheartAI, ask easy, AI Chatbot, Childcare.tools

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

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

Armidale OOSH recognise that certain AI tools may retain ownership of, or access to, the information shared by users. As such, it is essential that Educators thoroughly review and understand the privacy policies of any tools they intend to use. This ensures that data protection, ethical considerations, and children and family's confidentiality are upheld at all times.

RESPONSIBILITIES:

All Management, Nominated Supervisor, Responsible Person and Educators:

- Must review privacy polices of AI Tools that they choose to use. (see Appendix for procedures to consider when reviewing privacy policies for AI Tools).

- Must take appropriate care when entering information into generative AI tools which may compromise families' or children's data privacy. Personal information must be masked 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.

- Must not enter any information in Generative AI tools that can be linked to the families or children. For example, no child's names can be used, including first and last names, no addresses, dates of birth or any other personal information can be entered.

- Must not enter any Armidale Out of School Hours Care financial information into AI.

- Must not upload any photos of children or staff onto AI tools. Educators may choose to photograph activities rather than children but must ensure there are no identifying features of children.

- When using Generative AI tools, they must:

    a) make sure to not fabricate any observations/scenarios.

    b) 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 is realistic and understandable.

- Must understand that they are responsible for what they say and write. All information and responses must be carefully verified to ensure accuracy and reliability.

<u>All Management and the Nominated Supervisor:</u>

- Must continue to explore and stay informed about the evolving role of AI in early and middle childhood education.

- Must provide ongoing support to Educators about the risks involved with using generative AI tools including not leaving an online footprint.

- Must provide ongoing support training to Educators on the positive and safe use of Generative AI within an early and middle childhood setting.

*** See Appendix**

I have read, understand and agree to comply with the Armidale OOSH AI Procedure

Name:_____

Signature:_____

Date:_____

Procedures to consider when reviewing privacy policies for AI tools/ online programming tools:

1. Data Ownership – Who Owns the data?

✅ **Look for:**

- **Clear statement that *you retain ownership* of your data, inputs, and outputs.**
- **A clause that says the AI tool does not claim IP rights over your content.**

🚩 **Watch out for:**

- **Vague or missing language about ownership.**
- **Statements like *"By using our service, you grant us a perpetual license to use your content..."* (this may mean they can reuse your data).**

2. Use of Your Data for Training AI

✅ **Look for:**

- **Explicit opt-out or opt-in policies for using your data to train models.**
- **A clear no-training policy on user-submitted data.**

🚩 **Watch out for:**

- **Hidden clauses that allow them to use your input/output to train their models.**
- **No mention of training use, which could imply they do use it.**

3. Data Storage and Retention

✅ **Look for:**

- **Specifics on how long your data is stored.**
- **Options to delete your data permanently.**
- **Encryption methods or security standards used (e.g., AES-256, GDPR compliance).**

🚩 **Watch out for:**

- **Indefinite retention of data without deletion rights.**
- **Ambiguity around whether data is stored even if you're not saving it explicitly.**

4. Jurisdiction & Data Location

✅ **Look for:**

- **Where the data is stored (e.g., US, EU, etc.) and what laws apply.**
- **Tools complying with GDPR, CCPA, or similar privacy regulations.**

🚩 **Watch out for:**

- **Data stored in countries with weak privacy protections.**
- **Lack of detail on jurisdiction—this could affect your legal recourse.**

5. <u>Third-Party Sharing</u>

✅ **Look for:**

- **Statements that data is not shared with third parties without your consent.**
- **List of who they share data with (if anyone), and for what purpose.**

🚩 **Watch out for:**

- **Broad consent to share with "partners" or "service providers" without clear limits.**
- **Use of data for advertising or marketing purposes.**

6. <u>Right to Delete or Access Your Data</u>

✅ **Look for:**

- **Options to download/export your data.**
- **Options to delete your account and all associated data.**

🚩 **Watch out for:**

- **No clear deletion process.**
- **Permanent retention of backups even after deletion.**

7. <u>Licensing of Outputs</u>

✅ **Look for:**

- **Clear statement on who owns the AI-generated outputs.**
- **Preferably: *"You own the output generated using your inputs."***

🚩 **Watch out for:**

- **Tool claims joint ownership of outputs.**
- **Restrictions on how you can use AI-generated content.**

8. <u>Security Practices</u>

✅ **Look for:**

- **End-to-end encryption, secure APIs, regular security audits.**
- **Mention of compliance with standards like ISO 27001, SOC 2, etc.**

🚩 **Watch out for:**

- **No mention of security standards.**

- **Disclaimer of responsibility for data breaches.**

9. Changes to Policy

✅ **Look for:**

- **Commitments to notify you of policy changes.**
- **Timeframes for reviewing and opting out if changes are made.**

🚩 **Watch out for:**

- **Right to change policies at any time without notifying users.**