Te Kura Toi Whakaari o Aotearoa
New Zealand Drama School

Policy Document Name	**Artificial Intelligence Policy**
Policy Document Description	A framework for the responsible and ethical implementation of Artificial Intelligence (AI) technologies at Toi Whakaari.
Policy Applies to	☐ Trustees ☒ Kaimahi ☒ Tauira ☐ Manuhiri
Link to related procedures document	N/A

Date of Approval	**4 February 2026**
Approval Authority	Te Pae Pākaha, Academic Board
Governing Authority	Te Pae Marautanga, Curriculum Committee
Responsible Officer	Poukōkiri Mātauranga
Review Cycle	Every three years
Next Review Due	4 February 2029

Relevant legislation, policies, procedures, forms, guidelines and protocols	- Privacy Act 2020 - Privacy Policy - Toi Whakaari New Zealand Drama School Website and External Communications Privacy Policy - Sexual Assault and Harassment Prevention Policy - Assessment and Moderation Policy - Disciplinary and Grievance Resolution Policy and Procedures - Acceptable Use of Information and Communication Technology (ICT) Systems and Services Policy - Staff Code of Conduct *Welcome to Toi Whakaari: NZ Drama School* Canvas page - Ko Ngā Ūaratanga o Te Kura Toi Whakaari – Our Values

Important notes	• It is acknowledged that at no time should any Toi Whakaari policy document contravene:
	○ Te Tiriti o Waitangi; and/or
	○ Central and local government laws and common law; and/or
	○ The Trust Deed of Te Kura Toi Whakaari o Aotearoa.
	• Policies and Procedures continue in force until such time as they are replaced or rescinded.
	• Feedback on policy and procedure is welcomed and can be submitted by email to policy.review@toiwhakaari.ac.nz

Revision number	N/A
Revision date	N/A
Revision notes	N/A

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Purpose

Toi Whakaari recognises that AI can be a powerful tool to support learning.

This policy provides a framework for the responsible and ethical implementation of Artificial Intelligence (AI) technologies at Toi Whakaari. It is intended to guide all kaimahi and tauira to use AI safely, appropriately, and in line with our values and ethical standards.

Definition

'**Artificial Intelligence**' or '**AI**' refers to computer systems capable of performing tasks that typically require human intelligence, including visual perception, speech recognition, decision-making, and language translation. Examples of AI technology includes machine learning, computer vision, natural language processing, and generative AI (http://newzealand.ai/what-is-ai).

Scope

This policy applies to Toi Whakaari employees, contractors and students, and covers all uses of AI as defined above, including documents, artefacts and products created by staff or contractors, and student assessment materials.

This policy should be read in line with other relevant Toi Whakaari polices and internal documents, including:
- Privacy Policy;
- Toi Whakaari New Zealand Drama School Website and External Communications Privacy Policy;
- Sexual Assault and Harassment Prevention Policy;
- Assessment and Moderation Policy;
- Disciplinary and Grievance Resolution Policy and Procedures;
- Acceptable Use of Information and Communication Technology (ICT) Systems and Services Policy;
- Staff Code of Conduct;
- *Welcome to Toi Whakaari: NZ Drama School* Canvas page;
- Ko Ngā Ūaratanga o Te Kura Toi Whakaari – Our Values.

Principles

AI has the potential to enhance learning, but has limitations to its use in education. Many AI tools generate responses based on patterns found in data, and while they can offer assistance, they should not replace essential skills such as critical thinking and problem-solving. We encourage staff and students to view AI as a supportive resource which may help inform and guide learning, but not use it to provide definitive answers. At Toi Whakaari we acknowledge that this technology is rapidly advancing and with this policy seek to establish clear intentions but also to have the flexibility to adapt as needed.

- Toi Whakaari is committed to the ethical and responsible use, including consideration of the environmental impact, of AI technologies to enhance learning, administrative efficiency, and overall educational outcomes for students and staff.

- Toi Whakaari will make best efforts to monitor and evaluate the use of AI by staff and students.
- Toi Whakaari will make best efforts to ensure that AI is used honestly and responsibly by students and staff in a manner that is consistent with Toi Whakaari's values, whilst acknowledging the potential benefits and incentives of using these tools.
- Toi Whakaari will make best efforts to ensure that AI is used to support student learning and not to undermine the integrity of student or others' work.
- Toi Whakaari will make best efforts to ensure that any AI-driven tools utilised within the learning context will cater to diverse learning needs and backgrounds, ensuring equitable access for all students.
- Toi Whakaari will make best efforts to ensure that any AI-driven data collection will be consistent with the Privacy Act 2020 and relevant Toi Whakaari policies.

Purpose for the use of AI at Toi Whakaari

Toi Whakaari recognises the following as legitimate uses of AI:

1. **Enhancing learning**: AI may be employed to assist teachers and students in the learning process, such as by providing personalised learning and responsive academic support. The extent of AI use and details of AI utilisation will be clearly stated in assessment briefs.
2. **Administrative efficiency**: AI may be used to streamline administrative tasks, data management, and resource allocation, allowing staff to focus on teaching and learning.
3. **Data-driven decision-making**: AI may aid in data analysis to inform educational strategies, curriculum development, and student support systems.
4. **Regularly utilised integrated technologies and platforms:** Many products that are widely used integrate AI directly into the platform, such as autocorrect, maps and navigation, music and TV streaming recommendations, etc. Other platforms explicitly offer AI features, such as ChatGPT, Google Gemini, etc.

Responsible Implementation

The following outlines how kaimahi at Toi Whakaari will implement AI in line with the following purposes and principles:

1. **Human oversight**: AI should complement, not replace, human teachers and administrators. As such, all uses of AI will require human oversight to ensure they are accurate, and in line with the purposes and principles of this policy.
2. **Training and professional development**: Staff and students will be supported to effectively use AI tools, understand their capabilities and limitations, and implement them in line with this policy.
3. **Permitted use**: The extent of AI use and details of AI utilisation will be clearly stated in assessment briefs, including guidance on effective and ethical use of these tools, recognising that Toi Whakaari will be unable to approve all tools available to staff or students.

4. **Up-to-date knowledge**: Toi Whakaari will endeavour to remain aware of new developments in AI and how this may affect staff or students, including updating lists and guidance on permitted use.
5. **Transparency**: Where possible and appropriate, stakeholders will be informed when AI has been used and the rationale for its use.
6. **Bias mitigation**: Toi Whakaari will identify and mitigate biases in AI algorithms.
7. **Privacy and data security**: AI tools will be required to adhere to Toi Whakaari's privacy and data protection policies.

Data Retention and Ownership

1. Data collected through any AI tool utilised by Toi Whakaari shall be retained only for as long as necessary and in compliance with relevant data protection laws.
2. Toi Whakaari will assert ownership of all data generated or collected via any AI tool.

Permitted Use

AI may be used as a tool for research, to generate ideas, and to assist with learning, provided it is done transparently and with proper attribution. Where AI is used this must be acknowledged, including how and which tools have been used.

For assessment – only when an assessment brief clearly states use and extent of use of AI is permitted should it be used to support learning.

See Appendix A – A Guide to AI Use at Toi Whakaari.

Prohibited Use

Use of AI in an unethical or irresponsible manner that is in breach of Toi Whakaari's policies regarding assessment, plagiarism or confidentiality will be addressed through the relevant harassment, disciplinary and complaints policies and procedures.

1. Entering personal, sensitive or confidential data into any AI system without approval or in line with the relevant policies.
2. Completion of assessed work, unless this is explicitly approved in programme documentation.
3. Use of AI generated content in assessed work without proper attribution.
4. Malicious use of AI, which will be considered in line with the Sexual Assault and Harassment Prevention Policy.
5. Use of Aotearoa digital scripts with AI (such as chatdoc).

Review

Toi Whakaari is committed to ongoing research and development in AI education technology to remain at the forefront of innovative and responsible AI integration in education. AI is evolving rapidly and the AI Policy and Procedures will be frequently reviewed by Te Pae Rangahau, Research and Ethics Committee, with any recommendations for updates to be put forward for approval from Te Pae Pākaha, Academic Board.

Appendix A – A Guide to AI Use at Toi Whakaari

At Toi Whakaari, we recognise that generative AI can be a powerful tool to support learning. Whether it's brainstorming ideas, simplifying complex concepts, or organising thoughts, AI has the potential to enhance our learning experiences. However, it's important to acknowledge the limitations of AI in education. Many AI tools generate responses based on patterns found in data, and while they can offer assistance, they should not replace essential skills such as critical thinking and problem-solving. We encourage you to view AI as a supportive resource which may help inform and guide your learning, but not use it to provide definitive answers. The following suggestions are designed to complement your use of AI in both academic and everyday activities, so you can approach it thoughtfully.

Check authorised usage
Check if you are allowed to use genAI in your course or in a particular assessment/task.

Check accuracy of data and content
AI has the potential to produce inaccurate results, often due to flawed data or unreliable sources. It's important to remain cautious and always double-check the information provided.

Check true understanding
AI systems don't truly understand context or nuance and lack real comprehension, which can lead to misinterpretations. You need to be able to decipher these misinterpretations. Additionally, relying too heavily on AI tools might hinder you/your students' development of critical thinking and problem-solving skills.

Check biases, inequalities, and ethical dilemmas
AI outputs may not always reflect our ethical standards. Since AI models learn from the data they're trained on, they can inadvertently reinforce existing biases and social inequalities. Keep in mind that AI doesn't have an understanding of cultural or educational contexts, which may result in content that could be inappropriate or insensitive.

Be aware of environmental impacts
Generative AI demands substantial computational power, which raises concerns about energy use and environmental impact. It's important to be mindful and use these tools responsibly, considering their resource demands.

What to do?
AI can be a valuable tool, but it's important to *critically assess* its output to ensure accuracy and reliability.

Here's how to handle situations where AI might get things wrong:
1. **Analyse the response.** Take the time to read AI's output carefully, paying attention to any inconsistencies or inaccuracies. If something contradicts what you already know or includes logical flaws, be sure to note it. Critical thinking is key when evaluating AI-generated content.
2. **Cross-verify information**. Always double-check any information, particularly when AI includes sources or citations. Validate these sources to confirm their credibility and

make sure the AI's interpretation matches the original material. If no references are provided, cross-check claims with reliable, human-written resources like academic papers, books, or trusted websites. Don't rely solely on AI for important information.

3. **Seek clarification**. If a response from AI seems off or unclear, don't hesitate to ask for more details or clarification. This can often help uncover any errors, as AI can refine its answers when prompted. Rephrasing your question or adding more context can also lead to more accurate responses.

4. **Remember AI's limitations**. Keep in mind that AI is not sentient and doesn't think or reason like a human. It processes data and generates responses based on patterns, not genuine understanding. Your critical thinking and judgement will always be more reliable than AI's capabilities. Think of AI as a tool to support your reasoning, not replace it.

By following these practices, you can make the most of AI's benefits while reducing the impact of its limitations. Always trust your judgement and verify information to ensure credibility and accuracy.

AI Referencing Guidelines

When you use AI tools to assist you in finding information for an assessment, you might not need to cite the AI tool itself, but rather the sources of information it provided to you.

Here's how you can approach this:

1. **Cite the original sources**: The AI tool might lead you to various articles, books, or other types of content. You should cite these sources according to the citation style you are using (e.g. APA). The AI is just a tool for retrieval, much like a search engine. It is good practice to ask the AI to provide a list of references or internet sources of information so that you can verify, and therefore trust, the information provided.

2. **Citing conversations or information provided directly by AI**: If the AI directly gives you information that isn't attributed to a specific source, or if you're using its responses as part of your analysis, you should cite the AI tool as a personal communication or as a software tool, depending on the nature of the information provided. This approach will vary based on the citation style.

For example, in APA style, personal communications can be cited in-text as follows:
AI Program Name (personal communication, date of interaction)

In-text citation example:
According to OpenAI's ChatGPT (personal communication, March 25, 2023)

If the AI tool is considered published software, it might be cited like this in APA as follows:
AI Program Name. (Year). Software version. [Software]. Publisher. URL

Reference list examples:
OpenAI. (2023). Chatbot version 4.5 [Software]. https://openai.com/chatgpt
OpenAI. (2024). Chatbot version GPT-4 Turbo [PlayLab]
https://www.playlab.ai/project/clsph2sjo03rrqw9npj150hei

Remember that the goal of citations is to allow readers to trace the source of the information. Therefore, when in doubt, provide as much information about how you obtained your information as is reasonable.