



CATHOLIC EDUCATION
WESTERN AUSTRALIA

ARTIFICIAL INTELLIGENCE FRAMEWORK

FRAMEWORK

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AUDIENCE

ALL CEWA

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Non-government school sector peak bodies (ISA and NCEC).

Purpose

Generative AI technology has great potential to assist teaching and learning and reduce administrative workload in Catholic Education Western Australia Limited (CEWA) schools and CEWA offices.

The purpose of this document is to define the requirements for the use of Generative and Non-Generative Artificial Intelligence within the CEWA environment. This framework provides guidance for employees, students, and third parties that conduct business with CEWA while using AI technologies.

To fully harness the potential of high quality and safe generative and non-generative AI, CEWA understands that it requires the appropriate management of a range of interconnected privacy, security, and ethical risks.

Definitions

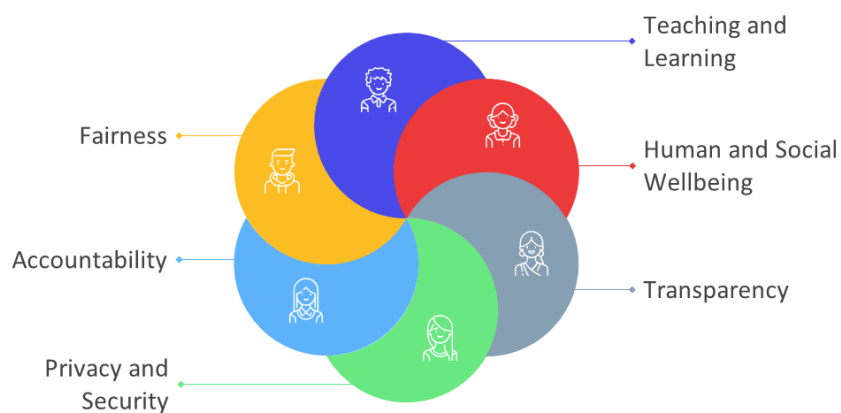
TERM	DEFINITION
AI	Artificial Intelligence (AI) is intelligent technology, programs and the use of advanced computing algorithms that can augment decision making by identifying meaningful patterns in data, including machine learning models.
CEWA	This includes all entities within the Catholic Education Western Australia Limited community.
Generative AI	Generative AI can generate new content such as text, images, audio, and video that resembles what humans can produce.
Machine Learning	The subset of artificial intelligence (AI) that focuses on building systems that learn or improve performance based on the data they consume.
Non-Generative AI	Non-Generative AI is a type of computer-based model that cannot generate new data but focuses on task such as classification, recognition, and prediction of pre-existing data.

Framework Requirements

The implementation of AI tools within the CEWA environment should be designed to positively influence the following areas:

1. **Teaching and Learning** – AI tools should be used to support and enhance Teaching and Learning practices within the CEWA environment.
2. **Human and Social Wellbeing** – AI tools should be utilised to the benefit of all members of the CEWA community, without limiting perspectives or reinforcing negative biases.
3. **Transparency** – The use of AI tools must be clearly communicated to all individuals who may be impacted by their application, whether as educational or business tools.
4. **Fairness** – AI tools must be universally accessible to all members of the CEWA Community with a strong emphasis on maintaining inclusivity.
5. **Accountability** – AI tools must be used in ways that allow for monitoring to ensure the reliability and accuracy of information produced, prior to being presented to individuals.
6. **Privacy and Security** – AI tools must be configured to ensure maintenance of the security and privacy of CEWA information handled by AI tooling.

Principles



When are AI tools okay to use?

1. When the AI tool has been added to the [CEWA Approved Technology list](#).
2. Using AI Tools in alignment with the CEWA Code of conduct.
 - Using AI Tools in alignment with the CEWA Artificial Intelligence Framework.

When should AI tools not be used?

1. When the AI tool has not been included on the [CEWA Approved Technology list](#).
2. Requesting the creation of fake, information that is harmful, or malicious content when representing CEWA.
3. As a substitute for teachers within schools (e.g., using without teacher oversight).

These core requirements, and the associated principles, are defined within the following sections, with examples of how these principles can be implemented within the CEWA environment, where appropriate.

Principles

Teaching and Learning

CEWA seeks to ensure that AI Tools are used ethically, when used to provide or enhance administrative, teaching, and student learning processes.

The following principles have been defined to allow AI Tools to be used to support and enhance the teaching and learning process within schools:

- ▶ **AI Tools must have a positive impact on Teaching and Learning:** All AI Tools approved by CEWA should only be used in ways that enhance and support teaching, school administration, and student learning. This is to be implemented by:
 - Utilising only those tools that are included in the Approved Technology list.
 - Seeking and obtaining approval of any new AI Tools, prior to use within the environment.
- ▶ **Instructions and training are provided as appropriate on the use of AI Tools:** CEWA schools will engage students in learning about generative and non-generative AI Tools and how they work, including their potential limitations, biases, and potential negative ramifications of using these tools, to deepen student understanding as usage of AI Tools increases.
- ▶ **Teacher Expertise is to be maintained:** Educational staff only use AI Tools in ways that provide support to a teacher's expertise, and teachers are

recognised and respected as the subject matter experts within the classroom. This is implemented by:

- Ensuring that all content produced by an AI Tool, for use in the classroom, is reviewed by a teacher for currency and accuracy, prior to being shown to students or members of the public.
- ▶ **Critical Thinking is to be employed when using AI Tools:** AI Tools are used in ways that support and enhance critical thinking and creativity, rather than restrict human thought and experience. This is implemented by:
 - Providing guidance that all content generated by an AI Tool is to be used to support schoolwork, not to replace it.
- ▶ **Use of AI is to be clearly defined in Learning Designs:** All work that has been designed for students, including assessments, clearly defines how approved AI Tools should or should not be used and allows for a clear and unbiased evaluation of student ability. This is implemented by:
 - Providing all students with clear instruction as to where AI is to be permitted or restricted within schoolwork (e.g., classroom work, assignments, exams, etc.).
 - Defining and enforcing the prohibition of AI Tools where use is not appropriate.

Academic Integrity is to be retained: Students are supported to use CEWA approved AI Tools ethically in their schoolwork.

Human and Social Wellbeing

CEWA seeks to ensure that the use of AI within the CEWA environment is beneficial to all members within the CEWA community.

To assist in governing the use of AI within the CEWA environment in a manner supportive of wellbeing and diversity within schools, the following principles are defined:

- ▶ **AI Tools are to support the wellbeing of humans:** AI Tools are used in ways that do not harm the wellbeing and safety of any member within the CEWA Community.
- ▶ **Diversity of perspectives is maintained:** AI Tools are used in ways that will expose users to diverse ideas and perspectives and avoid the reinforcement of biases.
 - Acknowledgement of the inherent biases that exist in various generative models.
 - Identifying any actions that can be taken to ensure diverse perspectives are represented or augmented within the output to ensure equal and fair representation.
- ▶ **Human rights are respected:** AI Tools are used in ways that respect human and worker rights, including individual autonomy and dignity.

The above principles are implemented within the environment by:

- Using only AI tools on the Approved Technology List.
- Ensuring that AI Tools are configured with appropriate restrictions, to prevent users being exposed to situations that may negatively impact their wellbeing.
- CEWA employees monitoring the output of AI Tools, to determine the appropriateness of responses, if provided, and intervene where needed/necessary.

Transparency

CEWA seeks to ensure transparency regarding the use of AI Tools within its environment, by ensuring that members of the CEWA Community are provided with timely information regarding how and when AI Tools are used, including how the use of the tool may impact the member of the CEWA Community.

To ensure an appropriate level of transparency regarding the use of AI Tools is maintained with all members of the CEWA Community, the following principles have been defined:

- ▶ **Information and support on the use of AI Tools is to be provided:** Teachers, students, staff, parents, and carers have access to clear and appropriate information and guidance regarding how and when CEWA approved AI Tools are used. This is implemented by:
 - Ensuring that relevant information on AI Tools is available to all members of the CEWA Community and is communicated if required.
 - Providing training to multiple CEWA employees for AI Tool use, so that support can be provided to members of the CEWA community, where necessary.
- ▶ **The use of AI Tools is to be disclosed where appropriate:** CEWA community members are appropriately informed when approved AI Tools are used in ways that impact them. This is implemented by:
 - Providing, as appropriate, relevant information where an AI Tool is in use, or planned to be in use, that may impact them. This information should include how the member may be impacted, and to what extent.
- ▶ **AI Tool methods and biases are to be explained:** AI vendors ensure that end users broadly understand the methods used by the AI Tools and their potential biases. This is implemented by:
 - Only using approved AI Tools within the CEWA environment.
 - Ensuring that AI Tools provides users with a warning regarding the use of the system, and potential biases.
- ▶ **The results of an AI system are to be consistent (Repeatability / Reproducibility):** The ability of a tool to consistently perform its required functions under stated conditions for a specific period, and for an independent party to produce the same results given similar inputs with the same AI Tool. This is implemented by:
 - Only using AI Tools that have been approved for use within the CEWA environment.

Fairness

CEWA seeks to ensure that AI Tools used within its environment are fair and focused on enabling inclusion within the CEWA Community.

Given the methodologies employed in training AI Tools, there is potential for these systems to perpetuate societal injustices. This can have a noticeable impact on vulnerable groups by biasing for, or against human traits such as age, disability, race, ethnicity and identity.

The following principles have been defined to ensure that AI Tools are used in ways that are accessible, fair, respectful, are compliant with anti-discrimination laws:

- ▶ **AI Tool use is to be inclusive:** AI Tools used within the CEWA environment with ways that enhance opportunities, and are inclusive, accessible, and equitable for people with disability and from diverse backgrounds.
- ▶ **Access to AI Tools is to be equitable:** Regional, rural, and remote communities are considered when implementing AI Tools within the CEWA environment.
- ▶ **AI Tools used to support non-discrimination:** AI Tools are used in ways that support inclusivity, minimising opportunities for, and countering, unfair discrimination against individuals, communities, or groups.
- ▶ **AI Tool use is to consider cultural and intellectual property requirements:** AI Tools are used in ways that respect the cultural rights of various cultural groups, including Indigenous Cultural and Intellectual Property (ICIP) rights.

The above are implemented through the following methods:

1. Initial review of the AI Tool by CEWA following the Approved Technology list, consulting with relevant subject matter experts, including CEWA Digital Learning Team for any Educational AI tools.
2. Annual reviews are to be conducted of AI Tooling by the CEWA Technology Team to ensure the adherence of the tool to the principles in this framework.

Accountability

CEWA is committed to ensuring that human accountability for the use of AI Tools within the CEWA environment is maintained.

Content generated by AI could have negative impacts on activities within the learning environment, and externally, depending on the context in which the content is displayed. This can be due to incorrect information produced, or general data errors. To ensure that content produced by, or in conjunction with, AI Tools are used appropriately, a natural person (e.g., non-AI user), must be able to be accountable for the content produced.

The following principles have been defined to guide how AI Tools are to be used within the CEWA environment, for human agency and accountability to be retained:

- ▶ **A Human is to be responsible for data generated by an AI Tool:** CEWA teachers and school leaders are to retain control of decision making and remain accountable for decisions that are supported by the use of AI Tools.
- ▶ **AI Tool operations are to be reliable:** AI Tools are reviewed before they are approved by CEWA for use and be shown to operate within the parameters of the core requirements of this framework, in accordance with their intended purpose. This is implemented by:
 - The tool undergoing the Technology Assessment Process, prior to approval.
 - Regular reassessment by the technology team, for ongoing approval.
- ▶ **CEWA is to monitor the impact of AI Tool use:** The impact of AI Tools on the CEWA Community is to be actively and regularly monitored, and emerging risks and opportunities are identified and managed. This is implemented by:
 - Teaching staff monitoring immediate student feedback.
 - CEWA monitoring feedback from the CEWA Community regarding the use of AI Tools.
- ▶ **The CEWA community can question the use of AI Tools:** Members of the CEWA Community that are impacted by AI Tools are actively informed about, and have opportunities to question, the use or outputs of the tools and any decisions informed by the tools. This is implemented by:
 - CEWA actively seeking feedback during gatherings of the CEWA Community (e.g., assemblies, P&F meetings, etc).
- ▶ **A CEWA representative is to be accountable for AI Tool functionality:** AI Tools should have organisational structures and actors accountable for the proper functioning of AI Tools. This is implemented by:
 - The AI Tool being formally assessed by the Technology Team, prior to approval.

Privacy, Security, and Safety

CEWA seeks to ensure that teachers, students, and employees are protected when AI Tools are used within the environment. To work correctly, AI Tools can require a wide range of information (e.g., personal information, pictures, corporate data, etc.) to be input, for the AI's function to be performed. The protection of user's safety must be considered as a core requirement when selecting an AI tool, to ensure that standard data security practices are implemented to protect CEWA's users and information.

The following principles are defined to guide the security requirements that AI Tools must meet, or exceed, to protect the CEWA's users and information:

- ▶ **Data entered into AI Tools must remain private:** AI Tools must be configured and used in ways that respect and uphold the privacy requirements that CEWA is required to abide by. The requirements are governed by the [CEWA Statutory Privacy Policy](#). CEWA implements this by ensuring that only AI Tools, or the associated vendor that meets the below requirements are added to the [CEWA Approved Technology list](#):
 - Does not collect unnecessary data,
 - Has defined data retention requirements, with data being retained for the minimum required time,
 - Prevents further distribution of CEWA's information to unauthorised entities, and
 - Prohibits the sale of CEWA's data.
- ▶ **Vendors are to disclose how data is collected, used, and communicated:** The CEWA Community is proactively informed about how and what data will be collected, used, and shared while using AI Tools, and consent is sought where needed.
- ▶ **Student data is protected:** CEWA students, teachers and staff take appropriate care when entering information into AI Tools which may compromise any individual's data privacy.
 - Following the guidance for the [CEWA Privacy Collection Notice](#)
- ▶ **Cyber-security and resilience:** Robust cyber-security measures are implemented by CEWA to protect the integrity and availability of school infrastructure, generative AI Tools, and associated data.
- ▶ **Copyright compliance adherence:** When using Approved AI Tools, schools are aware of, and take measures to comply with, applicable copyright rights and obligations.
- ▶ **Security assurance is obtained:** AI security refers to the protection of AI systems, their data, and the associated infrastructure from unauthorised access, disclosure, modification, destruction, or disruption. AI systems that can maintain confidentiality, integrity, and availability through protection mechanisms that prevent unauthorised access and usage can be considered secure.

Communication of Requirements

- ▶ CEWA will define requirements for the use of AI within the CEWA environment, which includes highlighting limitations within an Artificial Intelligence Policy. This policy will be communicated to students, teachers, and employees, to describe the security responsibilities of these users.

Accountability and Responsibilities

ROLE	RESPONSIBILITY
Digital Technology Team	To ensure that AI Tools are correctly configured to provide security, privacy, and safety to students, employees, and other members of the CEWA Community. Maintaining cyber-security resilience to protect CEWA schools' integrity and availability of infrastructures for generative AI Tools.
Generative AI Reference Group	To ensure that the AI Tools implemented into the CEWA infrastructure are fair and focused on enabling inclusion within the CEWA Community. Regular reviews of AI Tools used within the CEWA environment are conducted to ensure the AI tools are inclusive, equitable, support non-discrimination and support cultural and copy right requirements.
Child Safe Team	To maintain reviews of AI Tools used and the controls in place that are used to ensure that student data that is entered maintains private and protected for students' privacy. Frequent meetings to discuss AI Tools that are used and review any problems or security concerns that have raised when used by the CEWA Community.
Security Team	Frequently review AI Tools and subscribe to AI security posts that will enable for up-to-date information and security risks that come from the use of AI.

Framework Review

This framework is to be reviewed under the following conditions/triggers:

- Annually
- Upon review or update of the Australian Framework for Generative AI in Schools,
- Following any incident involving topics included within this framework.

Related and Relevant Documents

- CEWA Code of Conduct
- Executive Directive Information Stewardship
- Australian Framework for Generative Artificial Intelligence in Schools