DECIDE · BE OPEN ABOUT IT

Used AI? Say so, simply.

Saying when AI helped builds trust, and many schools and workplaces expect it. It doesn't need to be a big deal: one honest line usually does the job.

When it matters most

- **Schoolwork.** Follow your teacher's rules every time. If AI helped and that's allowed, say how.
- **Work other people rely on.** Reports, advice, figures or anything a colleague or client will act on.
- **Anything customers read.** Replies, notices and web pages, especially if they make a promise.
- **Creative work you share, submit or sell.** Competitions, publishers and clients often have their own rules.
- **Decisions about people.** If AI helped decide something about someone, they deserve to know.

Checking your spelling, or brainstorming ideas for yourself, usually doesn't need a note, unless your school or workplace says otherwise.

Lines you can use

AT WORK

> I used an AI tool to help draft this and checked the facts myself. Tell me if anything looks off.

FOR SCHOOL, IF IT'S ALLOWED

> I used [tool] to [explain an idea / check my spelling]. The ideas and the final wording are mine.

TO A CUSTOMER

> This reply was drafted with help from AI and checked by our team before sending.

ON A WEBSITE

> We use AI to help draft some of our content. A person checks everything before it's published.

ON A POST OR PICTURE

> Image created with AI.

FOR AN ORGANISATION, ONLY IF IT'S TRUE

> A computer program helps us assess applications. A person makes the final decision, and you can ask us to review it.

It's still yours.

Using AI doesn't move the responsibility. If you send it, publish it or hand it in, check it like your own work, because it is.

For organisations: from 10 December 2026, businesses and agencies covered by the Privacy Act must say in their privacy policy when a computer program makes, or substantially helps make, decisions that could significantly affect people. That's a duty to be open, not a right to a human review, so only promise a review if you offer one.

Sources Checked against these sources on 11 October 2026. Department of Education: Australian Framework for Generative AI in Schools ↗OAIC: automated-decision transparency, commencing 10 December 2026 ↗