

Use of Generative Artificial Intelligence (genAI) tools to help prepare an appeal submission

What is Generative Artificial Intelligence (genAI)?

Generative AI (genAI) includes online tools like ChatGPT, Microsoft Copilot, Google Gemini and Claude. These tools give you a response or answer to a question or 'prompt', by scanning information on the internet.

The content is sourced from a wide range of online resources and includes facts, fiction and a large amount of opinion.

GenAI can generate convincing responses relevant to the prompts you provide, however genAI has no way of knowing what is true or real.

This means that while the output can often be informative and useful, it may contain irrelevant, incorrect, out-of-date or false information. It is advisable to check the output and confirm for accuracy.

Can I use genAI tools to write an appeal submission?

You do not need to use genAI tools to write your appeal submission. You can write an email, a letter or list your concerns and send this as your submission.

The [Guide to Making a Submission](#) provides information on how to appeal these School Disciplinary Absence (SDA) decisions:

- Long term (11–20 days) suspension (*Chapter 12 Division 2 of the Education (General Provisions) Act 2006*) (the Act)
- Charge-related suspension (*Chapter 12 Division 2 of the Act*)
- Exclusion (*Chapter 12 Division 3 of the Act*)
- Exclusion from certain state schools or all state schools (*Chapter 12 Division 4 of the Act*)
- Cancellation of enrolment (*Chapter 12 Division 8 of the Act*).

However, as genAI tools become more widely used in the community, some people are choosing to use them to help prepare submissions.

What do I need to remember if I use genAI tools to help write an appeal submission?

If you choose to use genAI tools to write your appeal submission you are responsible for making sure the information in your appeal is accurate and relevant.

GenAI tools can help in understanding complex topics, get across a lot of information quickly, support you in expressing your thoughts, organising and formatting information in a clear way, and summarising and structuring your ideas about an issue.

Remember genAI tools **cannot**:

- understand your individual situation
- check that information is completely accurate and relevant.

If using genAI tools it is important to:

- review and edit the response to keep it simple and concise
- ensure you only include correct content in your prompts
- protect your privacy by not entering any identifying or confidential information.

If you use a genAI tool to help you prepare information or a submission, you are responsible for checking that the information these tools provide you with is relevant, current and accurate before you provide it to us.

Acknowledgements

This information sheet has been developed using published materials by the [Queensland Ombudsman](#) and [Office of the Information Commissioner Queensland](#).