Appendix 1 - Approved GenAI Tools List

This appendix outlines the currently approved Generative Artificial Intelligence (GenAI) tools for use at Otago Polytechnic. It distinguishes between internal tools authorised for institutional data handling and public tools permitted under specific conditions.

Approved Internal GenAI Tools

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| --- | --- | --- | --- |
| **Tool Name** | **Description** | **Approved Uses** | **Restrictions** |
| **Microsoft Copilot** | Integrated GenAI assistant within Otago Polytechnic Microsoft 365 environment. Secure, enterprise-grade AI tool. | * Uploading and processing institutional data * Drafting documents, emails, reports * Summarising meeting notes and research * Supporting teaching and learning content creation | * Must be accessed via Otago Polytechnic systems * Use must comply with privacy, academic integrity, and data governance policies |
| **Grammarly (paid)** | Spelling and grammar checker, paid version available to some ākonga via Disability Services | * As per Ākonga Services policy for assistive technology and disability services | * AI functionality is disabled to prevent predictive writing |

Permitted Public GenAI Tools (Conditional Use)

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| --- | --- | --- | --- |
| **Tool Category** | **Examples** | **Permitted Uses** | **Restrictions** |
| **Public GenAI Platforms** | ChatGPT, Claude, Gemini, Perplexity, DALL·E, GitHub, Grammarly (free) Copilot (public version) | * Brainstorming * Language support * Concept exploration * Non-sensitive research assistance | * **Do not** upload or input other people’s intellectual property, any personally identifiable information (PII), ākonga data, institutional content, or confidential material * **Do not** use your organisational login to access (e.g. [yourname@op.ac.nz](mailto:yourname@op.ac.nz)) * Must be used for general-purpose tasks only * All use must be acknowledged in academic submissions when relevant |