

AI PUPIL GUIDELINES

How to use AI to learn fairly and excellently

WHAT IS AI?

- AI stands for Artificial Intelligence and using it is like having a computer that thinks
- AI tools like ChatGPT, Microsoft Copilot and Google Gemini can write text, make art and create music by learning from data from the internet, but watch out – they can also make things up and be biased

WHAT TO REMEMBER:

It's really important that when using any online resources, including AI, that you use them as a tool and not to replace your learning with that of a computer! While they can be great for research, inspiring ideas, presenting your work, checking and improving spelling, grammar and vocabulary, and even as a translation tool, they must be used with honesty (one of our values). Your teachers will easily spot any work that is not your own (plagiarism) and there will be logical consequences applied where this is the case.

Plagiarism can also bring your integrity into question when it comes to submitting work for external assessments, NEA and examinations where consequences such as removal from qualifications might be enacted by the School or examination boards according to JCQ regulations (see page 3)

EXPECTATIONS

- 1 Be Honest About Using AI
- 2 AI is Your Co-pilot, Not 'the' Pilot
- 3 Always Double-Check and Give Credit
- 4 Use AI to Learn, Not to Cheat
- 5 Every Teacher Has Their Own Rules

PLEASE ALSO SEE:

The School's homework policies on the School website

The AI page on the School website

Your teachers – and Mr. Holt and Miss Hitchens if you need!

1. BE HONEST ABOUT USING AI



Just like you'd tell your teacher what book you used for a report, you should always be upfront about using an AI tool for your schoolwork. Acknowledge when and how you use it. This shows you're being honest about your work and helps your teacher understand how you got to your final answer. Your teachers can easily check: we know how you write, what you know, and will spot issues like grammar and Americanisms

2. AI IS YOUR CO-PILOT, NOT 'THE' PILOT

Think of AI as a helpful sidekick, not the one doing all the work. It can help you come up with ideas, fix grammar mistakes, or explore big topics. But the final assignment you hand in has to be your own. The point is to learn, not just to get an answer.

3. ALWAYS DOUBLE-CHECK AND GIVE CREDIT

AI tools can sometimes make things up or be biased. This is a common problem known as "hallucinating." So, it's your job to fact-check any information you get from an AI and read a range of sources to avoid bias. If the AI helps you find a great article, you need to cite the article itself, not the AI.

4. USE AI TO LEARN, NOT TO CHEAT

AI is a great tool for practice. For example, you can use it to help you learn a new language, summarise a difficult text, or explain a concept in a new way. But using AI to do a whole assignment for you is considered cheating. The whole point of school is to learn and grow your own skills.

5. EVERY TEACHER HAS THEIR OWN RULES

The rules for using AI might be different for each of your classes. Always check your curriculum or ask your teacher directly about their specific rules for each assignment. If you're not sure, just ask! It's always better to be safe than sorry.

For older pupils studying for GCSEs, BTECs and/or A Levels, here is a copy of the guidance from JCQ who are the body responsible for examinations. You must adhere to their regulations:



AI and Assessments

A quick guide for students



What is AI?

- AI stands for artificial intelligence and using it is like having a computer that thinks
- AI tools like ChatGPT or Snapchat My AI can write text, make art and create music by learning from data from the internet, but watch out – they can also make things up and be biased



How can AI be misused in assessments?

AI misuse is when you take something made using AI and say it's your own work.

THIS IS CHEATING!

How do I make sure I don't misuse AI?



1 Know the rules

- You're **not allowed** to use AI tools when you're in an exam
- Your teachers will tell you if you're allowed to use AI tools when doing your coursework – the rules will depend on your qualification
- Even if you're allowed to use AI tools, you can't get marks for content just produced by AI – your marks come from showing your own understanding and producing your own work

2 Reference reference reference!

If you're allowed to use AI tools, you must reference them clearly

- Name the AI tool you used
- Add the date you generated the content
- Explain how you used it
- Save a screenshot of the questions you asked and the answers you got

3 Declare It's all your own work

– When you hand in your assessment, you have to sign a declaration. Anything without a reference must be all your own work. If you've used an AI tool, don't sign the declaration until you're sure you've added all the references



What happens if I misuse AI?

If you've misused AI, you could lose your marks for the assessment – you could even be disqualified from the subject.

DON'T RISK IT!



REMEMBER
Misusing AI is cheating!
Know the rules
Talk to your teachers
Reference clearly