



AI student guide

How to learn smarter, stay honest,
and use AI the right way



AI IS HERE – LET’S USE IT WELL

AI tools like ChatGPT, Canva AI, Grammarly, and image generators are everywhere.

Used well, they can help you:

- understand difficult ideas
- improve your writing
- get organised
- think more creatively

Used badly, they can:

- stop you from learning
- get you into trouble
- damage trust

>>> This guide shows you how to use AI in a way that helps your learning and protects your integrity.



WHAT IS AI?

What AI is

AI is software that:

- predicts text, images, or answers
- looks for patterns in large amounts of data
- helps you generate ideas or feedback

But remember

AI:

- does not understand like a human
- does not always give correct information
- does not replace your thinking, judgment, or effort

Keep these in mind every time you use AI.

THE 6 GOLDEN RULES OF AI AT SCHOOL

1

AI helps you think – it doesn’t think for you
Your learning comes first.

2

If AI helped, say so
Being honest builds trust.

3

Never submit AI work unchanged
You must edit, improve, and personalise.

4

Never share personal information
Protect yourself and others.

5

Always check facts
AI can be confident and wrong.

6

If you’re unsure, ask your teacher
When in doubt, check it out.

WHEN CAN I USE AI FOR SCHOOL WORK?

GREEN: AI IS ALLOWED

You *may* use AI for:

- ✓ Brainstorming ideas
- ✓ Planning or outlining work
- ✓ Improving spelling and grammar
- ✓ Summarising long texts (you must still verify the content)

Tip: AI is best at supporting thinking, not replacing it.



ORANGE: AI WITH RULES

You *may* use AI only if you:

- ✓ Edit the work significantly
- ✓ Understand what you submit
- ✓ Early disclose AI use

EXAMPLES:

- Drafting paragraphs (then rewriting them in your own voice)
- Coding help or debugging
- Creative inspiration

Important reminder! Disclosure is required!



RED: AI IS NOT ALLOWED

You *may not* use AI for:

- ✗ Tests, exams, or supervised assessments
- ✗ Tasks where your teacher says “No AI”
- ✗ Passing off AI work as your own thinking

Using AI here = academic dishonesty.



BEING HONEST ABOUT AI USE

Using AI responsibly is not cheating. **Hiding AI use is.**

AI use declaration form

- AI tool used:
- What I used it for:
- What I changed or added myself:
- One thing I learned:

This can be written at the end of assignments or included on a cover page.

WOULD THIS BE OKAY?

Scenario	Allowed?	Why?
You ask AI to generate a full English essay and submit it.		The thinking and writing must be yours.
You ask AI to suggest stronger topic sentences, then rewrite them yourself.	 (with disclosure)	
You use AI to explain a maths concept you don't understand.		

DON'T FORGET!

AI can:

- make up facts
- give outdated information
- misunderstand questions

You are always responsible for:

- accuracy
- originality
- honesty



PERSONAL INFORMATION – KEEP IT PRIVATE

Personal information is any detail that can identify you or someone else. This includes information that seems small on its own, but becomes risky when combined.

Examples of personal information:

- Your full name
- Home address
- Phone number
- Email address
- ID/passport number
- School name and location
- Passwords or login details
- Photos of yourself or others
- Your daily routine or location



THE GOLDEN RULE
*If you wouldn't say it
to a stranger, don't
share it with AI.*

WHY YOU SHOULD NEVER SHARE THIS WITH AI

AI tools are powerful, but they are not private spaces.

If you share personal information, you may:

- Put your safety at risk
- Expose others without their permission
- Lose control of where your information goes
- Break school rules or data protection laws



**Once information is shared online,
you cannot take it back.**



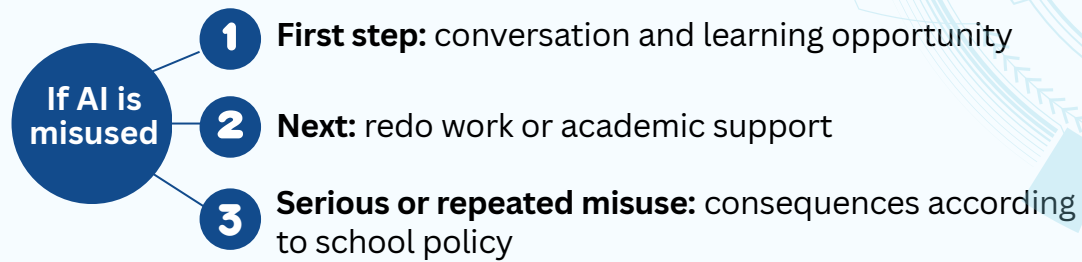
BE SMART. BE SAFE.

- Use general examples instead of real names
- Keep details anonymous
- Protect your identity and others
- When in doubt, leave it out

**Think of AI as a smart study buddy,
not a personal diary. Keep your
private details safe.**

WHAT HAPPENS IF AI IS MISUSED?

Everyone makes mistakes while learning.

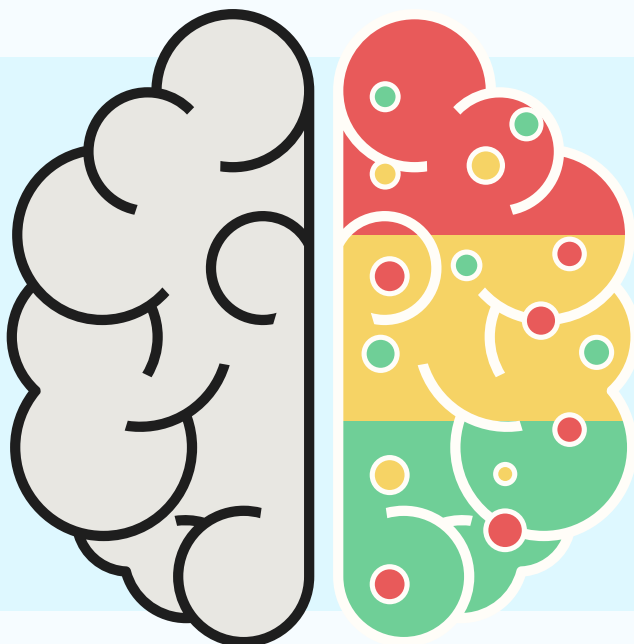


This guide exists to help you succeed – not to catch you out.

QUICK AI CHECKLIST (BEFORE YOU SUBMIT)

- ☒ Did I do the thinking myself?
- ☒ Did I change and personalise AI-generated content?
- ☒ Did I check facts and sources?
- ☒ Did I include an AI declaration form?
- ☒ Does this follow my teacher's instructions?

If yes, you're ready to submit.



FINAL THOUGHT

AI is a powerful tool.
Your mind is more powerful.

Use AI to:

- learn better
- think deeper
- grow smarter

[**CLICK HERE FOR THE ONLINE POLICY**](#)