

Student guidelines for appropriate use of AI tools for school work

There are situations where it may be appropriate and helpful to use AI tools to help you with study tasks. However, there will also be times when it is not appropriate or permitted. Make sure you read the guidance below and, if unsure, ask your teacher.

Am I allowed to use AI for homework or assessment tasks?

The purpose of any homework, independent learning or assessment task is to enable a teacher to understand your current level of skill or understanding so that they can support you and provide appropriate feedback to enable you to make progress. It is essential that the work you do is your own otherwise it undermines the usefulness of any marking and feedback. In short, if it isn't entirely your own work:

- you will miss out on an opportunity to develop your skills and/or understanding; and
- your teacher won't be able to support you effectively.

This is likely to make you less, rather than more, prepared for any future assessments or exams.

Assume that you are **not** permitted to use AI for homework or assessment tasks which will be marked by the teacher, unless your teacher specifically approves it.

It is possible that your teacher *may* allow you to use AI in some homework tasks, for example to help generate ideas for planning or research tasks. However, check first whether this is allowed and remember that in the exam you will have to generate ideas and plan for yourself so it is likely to be better to practise this skill independently now.

How can I use AI tools to help with my learning?

There are many ways in which you may appropriately use AI to support your studies, for example:

- To help explain, clarify or provide an example of a concept you want to understand better
- To suggest ideas for content (but not to generate the content itself) for a research or planning task
- To help you practise language skills by 'chatting' with AI in the role of a native speaker of the language
- To mark practice questions you have answered and provide you with feedback based on a mark scheme you have already provided

What should I be aware of when using AI?

Using AI tools can help you develop your understanding and practise skills. However, it is important to be aware of the following issues when using AI generated content:

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- **Fabrication.** AI can produce plausible-sounding but incorrect information. It may also not produce up to date information. You should always check the content with another source.
- **AI bias.** AI can carry biases (e.g. racial, gender, political) based on its training data. You need to critically consider answers and be aware of the potential for these sorts of biases.
- **Privacy concerns.** When data is entered into the AI (either a prompt or your work), it can be used to train generative AI models without your explicit consent. Do not share any personal information or anything about yourself or others that you want to keep private. You should think about whether you want to share your original ideas or creations with AI systems, as they may then be shared with others outside your control. Remember what you know about staying safe online.
- **You are accountable for your own work.** Take every piece of advice or explanation given by AI critically and evaluate that advice independently.

How to make best use of AI tools

- **Seek clarity.** If something is not clear, ask the AI to expand its explanation or give you different examples. If you are confused by the AI's output, ask it to use different wording.
- **Provide context.** The AI can provide better help if it knows where you are having trouble. The more context you give it, the more likely it is to be useful to you. It often helps to give the AI a role e.g. 'You are an expert teacher who explains physics concepts to A Level students in the UK,' for example.
- **Reference appropriately.** If you do use AI tools, you must include a note at the end of the work of the AI tools used and the prompts you provided. If you do not do so, this is academic malpractice.

What is considered inappropriate use of AI?

Examples of AI misuse include, but are not limited to, the following:

- Copying or paraphrasing sections of AI-generated content so that the work is no longer your own
- Copying or paraphrasing whole responses of AI-generated content
- Using AI to complete parts of an assessment so that the work does not reflect your own work, research, analysis, evaluation or calculations
- Failing to acknowledge use of AI tools when they have been used as a source of information
- Incomplete or poor acknowledgement of AI tools

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- Submitting work with intentionally incomplete or misleading references or bibliographies.

Teachers, educational institutions and examination boards have access to software which can assess the likelihood that text was AI generated. We reserve the right to put your work into such tools where we believe this is necessary to ensure academic integrity and/or fulfil our obligation to investigate suspicions of malpractice (as required by JCQ guidance).

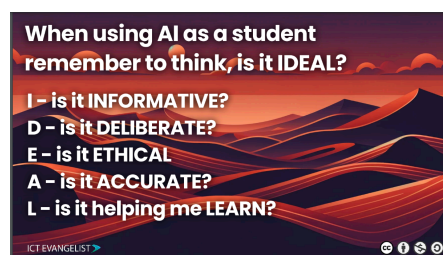
Inappropriate use of AI will be regarded as malpractice under the school's homework policy but may also contravene the regulations of the JCQ (Joint Council of Qualifications) which govern public examinations i.e. GCSEs and A Levels.

All students are required to sign a declaration stating that work submitted for examination qualifications is their own. The JCQ guidance makes clear that students who misuse AI in the work they submit for non-examined assessments (for example NEAs or EPQ) will have committed malpractice and may attract severe sanctions. Those sanctions can include loss of all marks on specific components of a qualification, disqualification from the entire qualification and being barred from taking that qualification for a number of years. The full guidance can be found [here](#).

Summary

When using AI as a student, remember to think, is it IDEAL?
Is it:

- I - informative?
- D - deliberate?
- E - ethical?
- A - accurate?
- L - helping me to learn?



Informative - does the use of AI add value to your knowledge? Is it providing useful, relevant information that contributes constructively to your learning?

Deliberate - be clear about why you are using AI in your studies. Is there a specific skill or topic you are trying to understand better and, if so, will using AI help you achieve that learning goal?

Ethical - are you using AI in a way which is ethical and responsible? This includes ensuring you do not undermine the academic integrity of your work and that you remember online safety and data privacy concerns.

Accurate - Is what is being shared with you accurate? Is it true or does it hold any inherent bias? Check the information by cross referencing with other sources.

Learn - Reflect on whether AI is helping to deepen your understanding or simply giving you quick answers. It should be a tool for learning, not just a short cut for your homework.

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