



## AI Policy (For Students)

### What is AI?

Artificial Intelligence (AI) tools, such as ChatGPT and similar tools, can create text, answers, and ideas. These tools can help you learn, but you must use them in a responsible way. You should also remember that AI can make mistakes, and the information it gives is not always correct.

### When you CAN use AI

You may use AI:

- For homework **only if your teacher allows it**
- To:
  - Understand lessons
  - Practise English
  - Get explanations

**Always follow your teacher's instructions.**

### When you MUST NOT use AI

You must not use AI:

- In **controlled assessments or exams**
- When your teacher says it is not allowed
- To complete work that should show your own ability

### Disclosure (very important)

If you use AI for homework:

- You **must tell your teacher.**
- You may be asked to explain how you used it, for example, which tool you used, what you used it for, how it helped your learning.
- Save your prompts and the chat thread so that you can show your teacher if needed.

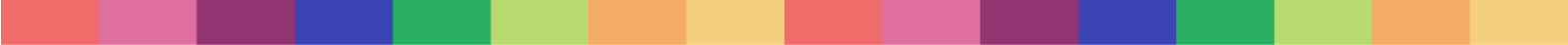
### Always check first

Rules may change depending on the task.

You must **ask your teacher before using AI** if you are unsure.

### Responsible use

You must not:

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- Copy AI-generated answers and submit them as your own
  - Use AI to cheat or mislead
  - Use AI to create harmful or inappropriate content

### **What happens if you misuse AI?**

Misuse of AI will be treated as **academic misconduct** and dealt with under the school's disciplinary policy.

### **Data safety**

You must not enter personal or sensitive information into AI tools. This means:

- Do not enter your name
- Do not enter your personal contact details
- Do not enter any log in details for other websites, school systems, email accounts, or any software or devices you use. Keep this information private to protect your security and personal data.