



## Student guidance on the use of artificial intelligence (AI) for schoolwork

Artificial Intelligence (AI) is becoming an increasingly common part of everyday life. These guidelines are designed to help you make good decisions about when AI is helpful for schoolwork, when it is inappropriate and how to use it responsibly.

### Before you decide to use AI

#### Age requirements for AI

AI providers set age limits for reasons including online safety, data protection and legal requirements. Age limits and terms of use vary between services. Many AI providers require users to be at least 13 years-old and some services require users under 18 years old to have parental permission or supervision.

It is important that you only use AI tools when you meet the provider's age and consent requirements.

#### Protect your privacy

Never enter:

- Your full name
- Your address
- Your email address
- Passwords
- Personal contact details
- Medical or financial information
- Information about other students or staff
- Confidential information

Remember that anything entered into an AI system may be stored or used according to the provider's privacy policy.

#### Think about how AI can affect your learning

AI can be an excellent learning tool but only if it is used thoughtfully.

If you rely on AI to do your thinking for you, you may:

- remember less of what you have studied;
- become less confident solving problems independently;
- develop weaker writing and communication skills;
- miss opportunities to practise critical thinking and develop your skills;
- be less prepared for tests and examinations where AI is not available.

The purpose of school is not simply to produce answers - it is to develop your knowledge, understanding and ability to think for yourself.

Before using AI, ask yourself:

- Am I using AI to learn, or to avoid learning?
- Could I explain this answer in my own words?
- Have I thought about the problem myself before asking AI?

Think of AI as a teacher that asks questions, explains ideas and gives feedback - not as someone who completes the work for you.

### **Think critically about AI**

AI does not 'know' whether something is true. It predicts what is likely to come next based on patterns in the information it has learned from.

This means AI can:

- give incorrect answers confidently;
- give outdated information;
- invent facts, quotations or references;
- reflect bias found in its training data;
- miss important context or different viewpoints.

Whenever you use AI:

- question its answers;
- compare information with reliable sources, including reputable websites, textbooks and teacher guidance;
- ask why it has reached a particular conclusion;
- use your own judgement before accepting its advice.

Developing critical thinking is one of the most important skills you will gain at school, and AI should help strengthen that skill rather than replace it.

**In summary, you need to think seriously about whether to use AI for a task. Ask yourself:**

- Why am I using AI?
- Will it help me learn?
- Can I explain the answer or demonstrate this skill myself?
- Is it allowed for this task?
- Is it the best tool for the job? Could another tool, such as a search engine or book, answer my question more effectively?

## **Hidden AI**

As AI tools are sometimes integrated into different packages, you might not always be aware that you are using AI. For example:

- Google – when you conduct a search an AI overview appears at the top of the page.
- Grammarly – has AI built into it. This is a particular issue where your quality of writing is being assessed.

Be curious about whether the app or website that you are using has AI as part of it – do not get yourself into trouble by using AI without realising.

## **If you choose to use AI**

As a general rule, AI should help you think more effectively, not think instead of you.

**It is acceptable to use AI to:**

- Support your understanding of topics e.g. explore different viewpoints on a topic, break down complex information into simpler language.

- Help you revise and prepare for assessments or exams e.g. generate quiz questions, create flashcards.
- Generate ideas or examples.
- Check your understanding by asking questions.
- Practise skills independently.
- Support your study e.g. produce revision timetables.

### Unacceptable uses of AI

You must **not** use AI to complete homework or classwork that is meant to assess your own understanding or skills. Doing so will be treated seriously by the school. This includes:

- writing answers for you;
- completing essays and speeches;
- generating a product that you are being assessed on e.g. a video, animation, design, piece of art, music etc.;
- solving questions you have been asked to answer independently;
- rewriting work so that it is no longer your own.

For non-examined assessment or coursework for exam courses:

- Only use AI if your teacher has explicitly said that it is allowed. *This varies between courses, so do not presume that what is acceptable for one subject is okay for another.*
- Follow all examination and assessment regulations. If you break the rules you could receive a sanction from the exam board, such as loss of marks or complete disqualification from the course.
- Remember that work submitted for exam courses may be put through an AI detector.

*If you are unsure, ask your teacher before using AI.*

### Referencing

If you do use AI where it is permitted to do so, you must be honest and record this. Advice about how to do this is in the *OCR guide to referencing* which is on the school website [here](#).

Always keep a copy of the prompts you entered and the responses the AI tool produced, as your teacher may ask to see how you used AI.

**Remember:** AI has potential as a learning tool, but it should never replace your own effort, judgement or creativity. The most valuable work you produce will always be the work that helps you to learn and demonstrates your own skills and understanding.