

Student Guide

Using AI Safely at School



Lower Risk



- **Brainstorming Ideas for Writing:** Use AI to spark essay concepts or story ideas, but you write the story! You are the brains behind the operation!
- **Perfecting Another language:** Simulate real-world conversations in another language! Practice asking for directions or a slice of cake.
Pro tip: avoid sharing personal details or info.
- **Study Support:** Stuck on a complex formula or problem? Ask AI to break it down using simpler words, analogies or an everyday example.

Medium Risk



- **Assignment Outline Assist:** AI can help structure or map out an assignment, but run the outline past your teacher, always credit Ai and make sure you do the writing.
- **Graphics & Image Generation:** Make sure AI is allowed first. Create your content, then cite or reference all generated media
- **Long Text Translation:** AI can simplify paragraphs of text, but it isn't always accurate. Gain teacher approval for use first, then check tone, context & grammar are correct!

High Risk



- **Tests & Exams:** 100% human-only zone. No bots! Quizzes and exams are to test your understanding, and use of AI is cheating.
- **Submitting AI work as your own:** If your name is on the paper - you must have done the work. Claiming AI work as your own is plagiarism and may result in a zero grade.
- **Harmful Material:** Using AI to create hateful, unsafe, or inappropriate messages and images is a severe breach of school policy and can be illegal.

Staff Guide

Safe and Ethical AI Use



Lower Risk

- **Lesson planning:** Use AI to generate creative ideas and boost planning efficiency, then apply your professional judgment to evaluate and design the final lesson.
- **Resource & Rubric Drafting:** AI can assist with assessment criteria and first draft of questions. Embrace efficiency and speed but quality check the edits and content.
- **Simplifying explanations:** Ask AI for alternative wordings and analogies of complex concepts to easily support classroom differentiation and diverse learning needs.



Medium Risk

- **Report-writing templates:** AI can draft general report comment templates strictly without names, but staff must review for tone, accuracy and bias.
- **School-to-Home Communication:** AI can outline, sharpen or assist with emails, but teachers must conduct the final edits to ensure accurate tone and professionalism.
- **Data Trend Tracking:** Identify learning trends, patterns and results. **Crucial:** Strictly utilise de-identified data only when using AI.



High Risk

- **Entering student names/grades:** Uploading identifiable student data, work samples, or grades violates privacy laws and Department policy.
- **Evaluating or 'grading' work:** AI must never be used to assign marks or grades. Final evaluations require your human expertise to prevent inaccurate or biased outcomes.
- **Automated & unreviewed emails:** Never allow AI to generate and send unreviewed emails. Bypassing teacher oversight is unprofessional and risky.