

Using AI at School: What You Need to Know

AI can help you learn — but only when you use it responsibly.

You **can** use AI to...

Get ideas when you're stuck.

- Summarise information so you can understand it better.
- Check spelling, grammar, or clarity in your writing.
- Learn new vocabulary or get explanations in simpler language.
- Explore how AI works in subjects like IT, Art, or English.

You **must not** use AI to...

- Write your homework, essays, or assessments for you.
- Translate whole paragraphs or complete tasks in languages.
- Generate code or solutions and hand them in as your own.
- Create inappropriate, harmful, or misleading content.
- Enter personal information about yourself or anyone else.
- Use AI tools that are not approved by the school.

If you use AI, you must say so.

Add a short note such as:

“I used [tool name] to help with ideas / explanations / grammar.”

AI is *not* a source. Always check facts using books, websites your teacher recommends, or class notes.

Approved AI tools (school accounts only)

- **Copilot / Gemini:** ideas, summaries, explanations, research prompts
- **Coding assistants:** debugging or explanations (not full solutions)

Good examples of AI use

- Asking AI to explain a science idea in simpler words, then checking it in your textbook.
- Using AI to brainstorm characters for a story, but writing the story yourself.
- Getting a list of key terms before researching them properly.
- Asking AI to help you spot grammar mistakes in your draft.

Not-okay examples

- Copying and pasting AI-written homework.
 - Using AI to answer exam-style questions.
 - Translating your whole French homework.
 - Generating an image and pretending you created it without permission.
 - Using your own personal AI accounts if you are under the age limit.
-

Stay safe and smart

- Think critically — AI can be wrong.
- Protect your privacy — never share personal details.
- Ask a teacher if you're unsure whether AI is allowed.

JCQ Quick Guide for Students



AI and Assessments

A quick guide for students



What is AI?

- AI stands for artificial intelligence and using it is like having a computer that thinks
- AI tools like ChatGPT or Snapchat My AI can write text, make art and create music by learning from data from the internet, but watch out – they can also make things up and be biased





How can AI be misused in assessments?

AI misuse is when you take something made using AI and say it's your own work.

THIS IS CHEATING!



How do I make sure I don't misuse AI?



- Know the rules**
 - You're **not allowed** to use AI tools when you're in an exam
 - Your teachers will tell you if you're allowed to use AI tools when doing your coursework – the rules will depend on your qualification
 - Even if you're allowed to use AI tools, you can't get marks for content just produced by AI – your marks come from showing your own understanding and producing your own work
- Reference reference reference!**

If you're allowed to use AI tools, you must reference them clearly

 - Name the AI tool you used
 - Add the date you generated the content
 - Explain how you used it
 - Save a screenshot of the questions you asked and the answers you got
- Declare it's all your own work** – When you hand in your assessment, you have to sign a declaration. Anything without a reference must be all your own work. If you've used an AI tool, don't sign the declaration until you're sure you've added all the references

What happens if I misuse AI?

If you've misused AI, you could lose your marks for the assessment – you could even be disqualified from the subject.

DON'T RISK IT!



REMEMBER

Misusing AI is cheating!

Know the rules
Talk to your teachers
Reference clearly