

Student Guidance

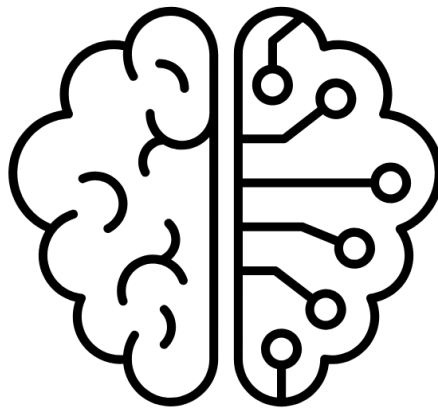
AI

Acceptable use





“Our shared vision is to challenge you at every opportunity; to be curious, independent, resilient, kind and most importantly, academically inspired.”



Created by Articon
from Noun Project

At Worthing High School, we are committed to our vision by embracing AI as a transformative opportunity to enhance our learning and teaching practices. We believe it is our duty to equip you, our students, not only with education but also with the skills, tools, and experiences necessary to prepare you for your future. Our goal is to provide guidance on using AI tools in a practical, safe, and ethical manner.

As the AI landscape is continually evolving, our guidance will adapt accordingly. However, there are strict guidelines that must always be followed, as outlined in our ICT Acceptable Use Policy and AI Use Policy.

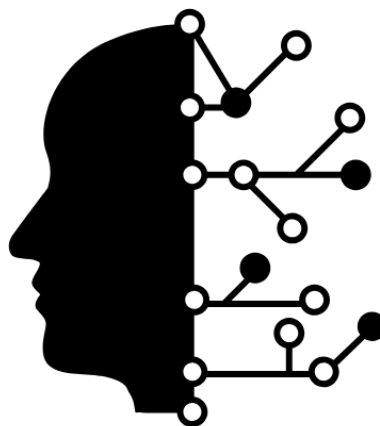


Remember

When using AI at Worthing High School, remember that it should serve as an aid, not a replacement for your own work. A helpful guideline is: if you wouldn't ask another person to do it for you, don't ask AI. For instance, you might have a parent or friend review your work for grammar or help you generate ideas for a project, but you wouldn't ask them to complete the entire task for you.

The Department for Education (DfE) recognise the potential of AI in education but emphasise the importance of using it responsibly and ethically. They advise that AI should enhance learning experiences rather than replace the critical thinking and creativity that are essential components of education. The focus remains on developing skills that will prepare you for the future, ensuring that AI is used to support, not hinder, personal and academic growth.

You are here at Worthing High School to learn, so don't compromise your learning experience or your own abilities by relying on AI. If you're uncertain, please reach out to your teachers or tutors. We are here to support you.



Navigating the World of AI: A Student's Guide

There are many generative AI tools out there which do different and, sometimes specialised, things. When using any AI tool you need to consider the following.



Cost Considerations

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While some AI tools are available for free, most require a subscription. Free versions often rely on older models trained on outdated data, which may provide less accurate responses and use your data to improve their models. Approach these tools with caution!



Privacy

Created by Farnation from Noun Project

As mentioned, some AI tools may use your input data to train their models. This means your information could become part of the tool's knowledge base. Never input personal or private data into an AI tool.



Inaccuracies

Created by Andy Horvath from Noun Project

Generative AI tools predict the next word in a sequence, but they don't truly understand your questions. As a result, they might provide answers that seem logical but are incorrect. It's crucial to apply your knowledge and common sense to verify any information generated by AI.



Age Restrictions

Created by metam septimo from Noun Project

Some AI tools have age restrictions, requiring users to be over 18 or at least 13 with parental guidance. Ensure that you follow these guidelines and obtain parental consent when necessary.



Environmental Impact

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Using generative AI can consume 4-5 times more energy than a standard web search. For example, creating a few AI images can use as much power as charging a smartphone. Be aware of the environmental impact when choosing AI over other learning aids.

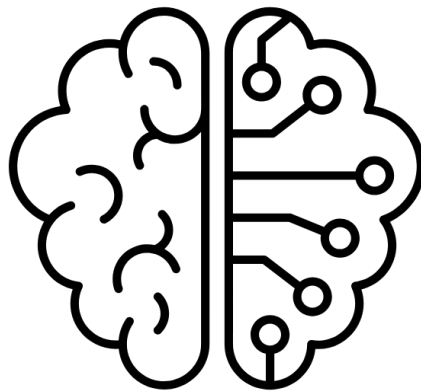


AI Bias

Created by metam septimo from Noun Project

AI models learn from data, and if this data lacks diversity or contains biases, the AI might produce biased content. This can manifest in simple ways, like preferring American English over British English, or in more serious forms, such as racism, sexism, ageism, ableism, or cultural bias. Therefore, AI-generated content may not always be accurate or fair. It's important to critically evaluate the information you receive from AI tools and be aware of potential biases.

Essential AI Insights: What Students Need to Know for Effective and Responsible Use in Education



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Transparency Guidelines

It's important not to present AI-generated work as your own, as this is considered misconduct. The Joint Council for Qualifications (JCQ), which oversees exams and qualifications in the UK, provides specific guidance on how to properly reference the use of AI tools.

How to Reference AI Use

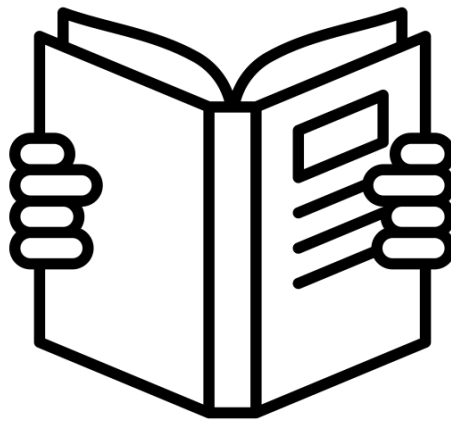
- Identify the AI tool you utilised
- Include the date the content was generated
- Describe how you used the AI tool
- Save a screenshot of the questions you asked and the responses you received (a screenshot serves as a non-editable record of your prompts and answers)

AI in the classroom

Your teachers may use AI tools in the classroom to improve learning and support different educational goals. AI can help personalise lessons, making them suit student's needs, track progress with data, and create interactive learning experiences. Teachers will use AI responsibly, making sure they follow data protection rules.

AI outside the classroom

Below are some suggestions for how you might use AI to support you in your studies but **REMEMBER**



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from Noun Project

- Always use any *Generative AI* tools with caution
- **DO NOT** enter any personal data
- Always reference any AI generated work properly (as above)
- Please ensure you have your parents' consent

AI can be used for



Idea Generation

Created by Jibiki from Noun Project

Use AI tools to generate new ideas for projects or assignments (while ensuring you don't use it to write your coursework or NEA)



Research

Created by M. Agil Ronggo Murtala from Noun Project

Ask AI to suggest sources or topics for further exploration, guiding your research process. Use AI as a research tool, but always double-check facts and provide references.



Study Aids

Created by Fares Ighitling from Noun Project

Create practice questions or quizzes with AI to test your understanding of a subject



Revision Summaries

Created by Senan from Noun Project

Ask AI to summarise complex topics or create revision notes for study sessions



Language Support

Created by Margati from Noun Project

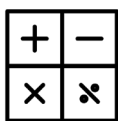
Utilise AI for language learning, such as practising vocabulary or understanding grammar rules



Creative Writing Prompts

Created by murgatrit from Noun Project

Generate creative writing prompts with AI to inspire writing exercises



Mathematical Concepts

Created by Athina Elah Pramesti from Noun Project

Seek explanations of difficult mathematical concepts or step-by-step solutions



Presentation Ideas

Created by DimaMartin from Noun Project

Get suggestions for structuring presentations or visualising data effectively



Translation

Created by July Fish
Brain Noun Project

Utilise AI for translating languages



Time Management Tips

Created by Peter Olsen
Brain Noun Project

Use AI tools to plan study schedules and manage time efficiently



Feedback Simulation

Created by Jennifer
Brain Noun Project

Simulate peer feedback on practice essays or reports to identify improvement areas



Simplifying Information

Created by Khaby Chio
Brain Noun Project

Use AI to simplify complex information for better understanding



Text Summarisation

Created by Derek Iron
Brain Noun Project

Summarise large chunks of text with AI assistance



Image Creation

Created by Alfa Design
Brain Noun Project

Create images to accompany essays or projects



Spreadsheet Formulas

Created by Wajid Production
Brain Noun Project

Get help with creating and understanding spreadsheet formulas



Presentation Structuring

Created by Brian Martin
Brain Noun Project

Get assistance in structuring and formatting presentations



Interview Mechanics

Created by Lina
Brain Noun Project

Use AI for interview simulations, such as interviewing a historical character or practising university/job interview questions



Practice Questions

Created by Suran
Brain Noun Project

Create revision questions to test understanding of a subject



Creative Learning Support

Created by Setyo An Wilbowo
Brain Noun Project

Use AI to write poems or songs to aid memorisation



AI must not be used for

- **Writing Complete Essays or Assignments:** Do not use AI to write entire pieces of work, as this is considered academic misconduct.
- **Tasks Requiring Contextual Understanding:** Avoid using AI for assignments that need a deep understanding of context or nuance.
- **Reflective Pieces:** Reflective assignments should be based on your own opinions and experiences, not AI-generated content.
- **Rewording Existing Work:** Using AI to simply rephrase existing text and claiming it as your own is not allowed.
- **Art Submissions:** Do not use AI to generate imagery for art-based subjects unless specifically instructed to do so.
- **Evaluating Credibility:** Relying on AI to weigh the credibility of different sides of an argument is discouraged.
- **Personal Data:** Never input personal data into AI tools, as this could compromise your privacy.
- **Inappropriate Content:** Do not use AI to create content or imagery that is offensive, vulgar, or illegal.

For further guidance, students are encouraged to refer to the Department for Education (DfE) and Joint Council for Qualifications (JCQ) advice on the ethical and appropriate use of AI in education.



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?



1 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

2 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

3 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

Student AI User Agreement

This agreement explains the rules for using Artificial Intelligence (AI) tools at Worthing High School. By signing this agreement, you are agreeing to follow the rules listed below.

Responsible Use

- I will use AI tools only for schoolwork as directed by my teachers.
- I will not use AI to cheat, copy others' work, or do anything illegal.
- I will respect other people's privacy and not share anything personal without permission when using AI.
- I will use AI in a way that is fair and in line with the school's values.
- I will think carefully about AI's answers and not just trust everything it says.

Privacy and Data Protection

- I understand that my data may be collected to help improve the AI tools, but it will always follow the rules about keeping data safe.
- I will not share my personal details or login information with anyone.
- I know that the school can monitor how AI tools are being used and can take action if anything is not being used in line with these guidelines.

Appropriate Behaviour

- I will be respectful and kind when using AI.
- If I find anything inappropriate or wrong while using AI, I will tell a teacher.

Support and Training

- The school will teach me how to use AI tools properly and responsibly.
- If I'm unsure about using AI, I will ask a teacher for help.

Consequences of Misuse

- I understand that if I misuse AI tools, I could face consequences, including losing access to AI and other school technology, according to the school rules.
- I also understand that if I misuse AI tools in a GCSE component of my course, I risk being disqualified from the subject and losing my qualification and that this may also impact other courses within that exam board.

Agreement and Acknowledgement

- By signing this agreement, I confirm that I have read, understood, and agree to follow these rules.

Student's Name:

Signature:

Date:
