

## 1 AI and Personal Information

### When using AI tools (like Copilot):

- Never share your full name, birthday, school ID, address, or contact details.
- If needed, use made-up details (e.g., “Jane Doe, 123 Kowhai Street”) when asking for help with things like CVs or bios.

## 2 AI to Support Your Learning

### AI is a helpful tool – just like Google and Youtube. AI can be useful for activities like:

- brainstorming ideas
- summarising or explain tricky concepts
- exploring different perspectives
- improving grammar or structure
- graphing and sorting data.

## 3 AI to Support Your Learning



### Have a purpose

Know what you want to achieve before using AI.

Clear questions = better answers.



### Check the facts

AI can make mistakes. Always verify information using trusted sources or ask your kaiako.



### Avoid plagiarism

Don't copy and paste. Use AI as a starting point, then write in your own words. Your work should reflect your understanding.



### Watch for bias

AI tools are trained on global data (often American). Think critically—does the info suit your context?



### Reference AI

If you use AI to help with your work, say so. Example:

*“Some ideas in this paragraph were developed using Copilot (2025).”*

## 4 AI and Assessments

- Remember AI is a support tool and not a replacement for your own thinking. See AI and Assessments below for when you can and cannot use AI in your learning.
- You cannot use AI for external NCEA assessments.
- The work you are being assessed on **MUST** be your own work. This will be different for different assignments.
- Your work must show your own voice, reasoning and understanding.
- Submitting AI-generated work as your own is plagiarism and may result in a Not Achieved grade.
- Ask your kaiako what you are allowed to use AI for, as you may be able to use AI for some parts of your assessment.

## 5 When in Doubt, Ask

### If you're not sure how to use AI properly:

- contact you kaiako
- ask for help with referencing
- be honest about how you used AI in your learning.