

What is AI?

AI (Artificial Intelligence) is a digital tool that can help you learn, create, and explore. It can answer questions, help you plan writing, or explain tricky ideas – but it doesn't think or understand like a human.

Caution: Age restrictions on use of AI

As with any digital tool, kaiako and ākonga must abide by the terms and conditions of the tools they're using.

Several AI tools have age restrictions on their use. For example, to use Copilot you must be at least 13 years old, and if you are under 18 you must have your parent or legal guardian's permission. See the Ministry of Education site for more information on Generative AI – Ministry of Education.

education.govt.nz/school/digital-technology/generative-ai



No AI

What AI Should NOT Be Used For

- Creating the work you will be marked or assessed on. Example: If your assignment is an essay, you can use AI to support research and planning but not to write the essay. If the assignment is how you plan and research for an essay, you cannot use AI for the planning and research.
- Copying and pasting without understanding.
- Making up false sources or facts.
- Avoiding the learning process.

The work you are being marked or assessed on must be your own and show your own thinking, voice, and understanding.



AI Assisted

How You Can Use AI in Your Learning

You can use AI to do things that you will not be assessed on, like:

- brainstorm ideas for writing or projects.
- summarise or reword information to help you understand.
- explore different viewpoints or examples.
- improve your grammar or vocabulary.
- get help with coding, design, or creative tasks (with guidance).

AI is a support tool for your thinking—not a shortcut. AI cannot be used for any work that you will be marked or assessed on. Always check with your kaiako where it is okay for you to use AI.



AI Driven

Using AI the Right Way

Ask yourself:

- “did I understand what the AI gave me?”
- “can I explain this in my own words?”
- “is this my own thinking or just copied?”
- “would my kaiako say this is OK?”

If you use AI:

- be honest—let your kaiako know
- use it to support your learning, not replace it
- always check the information—it might not be correct.

AI and Assessments

- You can use AI to help plan or explore ideas, but not to write your final answers.
- Your kaiako needs to see your own learning and understanding.
- If you're unsure, ask your kaiako what's OK and what's not.

Using AI to do your work for you is plagiarism and may result in your work not being marked.



Be Safe Online

- Before using any AI tool check the age restrictions on their use.
- Only use AI tools your kaiako has approved.
- Don't share personal information.
- If something feels wrong or confusing, talk to a trusted adult.



Talk With Your Whānau

- Seek whānau or supervisor advice on what tools you can use online.
- Ask for help if you're unsure about something.
- Be open about what tools you're using online.

Tip

If you have an amazing memory for things that interest you, you may remember the information you have read so well that your kaiako thinks you are copying when you are not. If you think this is happening, talk to your kaiako about learning to summarise and paraphrase. These are useful steps to help you write *“in your own words”*.