

## Ron Dearing UTC AI Guidelines for Students (v1)

You will use these guidelines to understand what you can and cannot do. AI can help you learn but it must be used safely, fairly and responsibly.

### **When AI may be used**

AI tools may be used to support learning, such as researching topics, clarifying difficult concepts, or brainstorming ideas, unless a teacher has stated that AI use is not allowed for a specific task or assessment.

### **Unacceptable use of AI**

- Don't hand-in AI generated work as your own, this counts as cheating
- Don't share personal details with AI (your name, email, phone, address, coursework)
- Don't use AI to create harmful, offensive or misleading content (eg fake news, deepfakes)
- Don't rely on AI blindly. AI can be wrong and misleading
- Don't break school rules. AI use is monitored, and misuse may lead to sanctions.

Misuse may result in PVB sanctions under school's policy.

### **Be Critical**

- AI can get things wrong, always double check and cross-reference
- Ask: Is this information accurate? Is it fair? Could it be biased?

### **Remember**

- AI is a tool, do not replace it with your own thinking. Use it wisely, check everything and follow exam and school results.
- RDUTC uses Artificial Intelligence (AI) tools responsibly to support teaching, learning, and feedback.
- These tools may assist staff in planning lessons, creating resources, and providing feedback to enhance learning outcomes.
- No identifiable student information is entered into AI systems. All data used is protected in line with UK GDPR, and any outputs are always reviewed by staff before use.

If you need help, talk to a trusted adult or your teacher.



### 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