GUIDELINES FOR USING ARTIFICIAL INTELLIGENCE

OTL SIDE

AI can help you learn and be creative, but you must use it wisely. Always think for yourself, follow the rules, and say when AI has helped you.

1 **Use AI as a Helper, Not a Shortcut**

AI can give ideas, but your work should be your own. Follow the SIDE Assessment Policy

2 **Think Carefully**

AI makes mistakes. Check facts and use your own thinking.

3 **Protect Your Privacy**

Don't share personal details, photos or logins with AI.

4 **Follow School Rules**

If AI isn't allowed for an assignment, respect that. Always ask if unsure.

5 **Keep Practicing**

AI can help explain things, but you still need to learn and practice skills yourself.

6 **Be Honest About AI Use**

If you use AI for research or ideas, add a footnote, reference or tell your teacher.

7 **Use It Responsibly**

Don't use AI to cheat, spread misinformation, or be unkind.