

Lower Secondary | Formal Guidelines for student use of AI

Purpose

These guidelines will help you use Artificial Intelligence (AI) tools in a responsible and fair way while learning online. AI should help you learn, not do the work for you. The guidelines work together with the SIDE Digital Citizens resources, which your teacher may share with you.

1. Using AI the Right Way

AI can help with research, writing, and practice, but it shouldn't do your schoolwork, assignments or assessment tasks for you. You must follow the SIDE Lower Secondary Assessment Policy.

Think of AI as a helper that gives you ideas, but the work you submit should be your own. If what comes out of the AI tool looks very different from what you put in, then it's no longer your work.

Your teachers will provide clear guidelines to tell you when AI use is or is not acceptable.

2. Honesty and Academic Integrity

Never use AI to copy answers or pretend AI's work is your own. This includes homework, tests, and projects.

If AI helped you, be honest about it. If it gave you ideas or helped you check your work, tell your teacher. Always follow the SIDE Lower School Assessment Policy. If you are uncomfortable sharing with your teacher how your assignment was completed, that indicates there may be a problem.

Your teachers might use AI and plagiarism checkers to help make sure your work is your own and follows the school's rules for fair and honest assessment.

Referencing guidelines – Years 7-10

In-Text Citation	Reference List/Bibliography Entry
(Name of AI tool, Year) Eg: (OpenAI, 2025)	AI tool (2025) <i>Answer to a question about [topic]</i> , 29 April. Generated with: [URL of AI tool homepage] Eg: OpenAI (2025) <i>ChatGPT response to a question about [topic]</i> , 29 April. Generated with: https://chat.openai.com

3. Fairness and Responsibility

Using AI to cheat or avoid learning is unfair to you and your classmates. Learning helps you grow, and skipping it isn't the right choice.

Follow your teacher's rules and the SIDE Lower Secondary Assessment policy on AI in assignments. These rules help keep learning fair for everyone.

4. Being a Responsible Digital Citizen

AI can sometimes make mistakes or give wrong information. Always double-check facts and think carefully about what AI tells you.

Use AI respectfully. Don't use it to lie, mislead, or harm others. AI should help your learning, not replace it.

5. Involving Your Parents/Caregivers

It's good for your parents/caregivers to know how you use AI for school. They can help you make smart and honest choices about AI.

When It's OK to Use AI at School		
<i>Type of help</i>	<i>Example</i>	<i>Why it's OK</i>
Kicking Off a Writing Task	A Year 9 student's stuck on how to start their creative story. They use an AI tool to get a few ideas or writing prompts.	It's helping get the brain ticking - you're still doing the thinking and writing.
Practising Another Language	A Year 10 student chats with an AI in French to build confidence and get grammar tips.	It's extra practice outside the classroom - you're still learning by doing.
Checking Understanding Quickly	A Year 7 student uses AI to explain a tricky maths formula in simpler words.	It's a good way to hear information differently - but it doesn't replace teacher explanations.
When It's NOT OK to Use AI at School		
<i>Type of help</i>	<i>Example</i>	<i>Why it's NOT OK</i>
Using AI During a Test or Quiz	During an online assessment, a Year 8 student uses AI to find the answers.	That's cheating. Assessments are there to check your understanding.
Relying on Incorrect or Unverified Information	A Year 7 student uses AI to search for information on a historical event, but the AI provides inaccurate facts.	AI doesn't always have the most reliable information. Always double-check facts with trusted sources, like textbooks or teachers.
Handing in AI Work as Your Own	A Year 10 student copies an AI-generated essay and submits it without any changes.	That's plagiarism. It's not your own work and it show what you've learnt.