

Primary | Formal Guidelines for student use of AI

Why we have these guidelines

We want to make sure everyone uses Artificial Intelligence (AI) tools the right way so that you can learn, grow, and do your best work. The guidelines work together with the SIDE Digital Citizens resources, which your teacher may share with you.

1. Using AI the Right Way

AI tools, like fun games or helper robots, can help you learn new things, but they shouldn't do your schoolwork for you!

Do your own thinking before asking AI for help. That's how learning happens! Your teacher will tell you when you may or may not use AI for your schoolwork.

2. Being Honest About Your Work

Always try your best on all your assignments. If you use AI to get help, be honest with your teacher about it. If you don't think you can tell your teacher how you did your assignment, that might mean there's a problem.

AI can give you ideas, but your final work should be yours - just like when you write a story or do a maths problem. Remember, AI isn't always right.

Referencing guidelines

Your teacher will tell you if you need to write references for your work. A reference means to say where you got your information from.

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

3. Being Kind and Respectful

Don't use AI to cheat or trick anyone. Be honest, kind, and always follow the rules.

If AI helped you, let your teacher know. It's okay to ask for help, but your work should show what YOU know!

4. Parents/Caregivers Can Help Too

Parents/Caregivers should help you use AI in the right way. They can guide you to make sure you're using AI to learn and not to skip your work.

Examples

When It's OK to Use AI at School		
<i>Type of help</i>	<i>Example</i>	<i>Why it's OK</i>
Getting Help with a Tricky Concept	A Year 6 student uses AI to explain how the water cycle works in kid-friendly language.	It's like having an extra helper - great for checking understanding, not replacing your teacher.
Starting a Creative Task	A Year 4 student asks AI for ideas for a fairy tale but writes the story themselves.	It helps spark imagination, but the student is doing the real work.
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>
Skipping the Hard Parts	A Year 5 student uses AI to write their whole poem instead of giving it a go themselves.	It means you're missing out on learning - the task is there to help you grow your skills.
Relying Too Much on AI	A Year 3 student uses AI to solve all their maths problems without trying to work through them first.	It's important to try solving problems on your own first - using AI too much means missing out on learning and practising those skills.