



District School Board
Ontario North East

Achieve

Belong

Create

Generative Artificial Intelligence

Student Guidelines

6 AI Guiding Principles

- 1. Use Generative AI as a Learning Support.**
- 2. Practice Transparency and Academic Honesty.**
- 3. Beware of Incorrect Information**
- 4. Protect Your Privacy and the Privacy of Others.**
- 5. Avoid Any Prohibited Use of AI Tools**
- 6. Practice environmentally sustainable use of generative AI**

Use Generative AI as a Learning Support

- **Use AI to strengthen your learning, not replace it.**

Use Generative AI to build understanding and improve work you have already started. AI can help you:

- explain a concept in simpler terms,
- quiz you to check your understanding,
- summarize your notes to help you study,
- suggest strategies or steps for solving a problem, or
- give feedback on clarity, structure, and grammar after you draft your own writing.

You must create the first draft, solution, or plan yourself. Do not copy and paste AI-generated work as your own.

- **Treat AI as a helper and thinking partner-your work must show your own thinking.**

AI can spark ideas and provide feedback, but you are responsible for the decisions and the final product. That means you should:

- make the changes yourself based on feedback (instead of asking AI to “fix it for you”), and
- be able to explain your work (your reasoning, choices, and learning) if your teacher asks.

The best use of AI is when it helps you understand more deeply and communicate more clearly, not when it does the thinking for you.



Guiding Principle 2: **Practice Transparency and Academic Honesty.**

- **Be transparent: clearly disclose if, where, and how you used AI.**

If you use Generative AI at any stage, include a short note that explains the tool's contribution. Your disclosure should be specific (not just “used AI”). For example:

- “I used AI to brainstorm possible thesis statements.”
- “I used AI to generate an outline that I revised.”
- “I used AI to get feedback on clarity and grammar; all revisions are my own.”
- “I used AI to help explain concepts and guide my research; the writing is mine.”

Teachers will tell you when and where to include this statement (e.g., on a cover page, in a footer, or in a references/acknowledgements section). If you are unsure, ask.

- **Keep evidence of your AI use when required.**

Some teachers may ask you to save and share key excerpts (or the full chat) from AI outputs you directly used, so they can understand how the tool supported your work. If required, be ready to provide:

- the prompt(s) you entered,
- the excerpt(s) you used, and
- a brief note explaining what you changed or how you applied it.



- **Reference/Cite AI Sources.**

If you use Generative AI to create or significantly revise text, images, audio, or video for an assignment, you must credit it. Treat AI support like any other source: be clear about what it helped produce and cite it the way your teacher directs.

- Cite AI when you use its output (exact wording, rewritten passages, images, captions, code, slide text, etc.).
- Do not use AI to replace human creators (authors, artists, photographers, musicians). Use it as a learning and design support, when allowed.
- Academic integrity matters: submitting AI-generated work as if you made it yourself may be plagiarism and violates school policies, even if you changed a few words.

Where possible, include: the tool name, date, and a brief description of how you used it, your teacher may provide a template.

- **Follow teacher direction: AI may be allowed, limited, or not permitted.**

Teachers will advise which assignments can include AI and which cannot. AI should not be your first step for every task, try it yourself first, and use AI when it adds value (e.g., clarifying a concept, checking understanding, or improving a draft). If an assignment prohibits AI, using it is an academic integrity issue.

Guiding Principle 3:

Beware of Incorrect Information

Generative AI can make mistakes and may produce information that is incorrect, biased, incomplete, or even made up (including fake “facts” or citations). Use AI to support your learning, but do not treat it as a trusted source.

To use AI safely:

- Ask for sources, then read and verify them yourself.
- Double-check facts using trusted materials (course texts, teacher-provided resources, reputable databases/websites, and primary sources when possible).
- Verify quotes, statistics, and case examples by finding the original source (do not rely on AI's summary).
- Use AI to clarify or edit (e.g., grammar/organization feedback), but still review every suggestion and ensure it matches what you mean.
- Keep a record of your prompts and outputs when required, so you can show how you used the tool and what you verified.
- If you cannot confirm information with reliable sources, do not use it in your work.



Guiding Principle 4:

Protect Your Privacy and the Privacy of Others.

- **Never assume you are anonymous or fully private. Do not share personal information.**

Generative AI tools may save, log, or store what you type, and systems can experience data breaches. Treat anything you enter as something that could be seen by others. Do not type personal details, including: your full name, home address, phone number, personal email, exact location, school ID/OEN, passwords, photos, health information, or anything you would not post publicly. If you are unsure what is safe to share, ask your teacher and a parent/guardian.

- **Protect other people’s privacy. Do not enter information about others without consent.**

Do not input or ask AI about another person’s personal information unless you have clear permission and your teacher has said it is appropriate. This includes classmates, staff, family members, and community members.

Examples of information you should not share: someone’s name, address, phone number, private messages, photos, email address, schedules, grades, behaviour or disciplinary details, or personal situations.

Guiding Principle 5:

Avoid Any Prohibited Use of AI Tools

- **Be a responsible user. Use only approved, age-appropriate AI tools.**

The board may provide student-access AI tools that are age-appropriate and may restrict or block certain tools based on age and safety requirements. Use only the tools your school/board permits.

- **Follow the tool’s rules and use AI responsibly.**

Every AI provider has rules (a code of conduct/acceptable use policy). Read them and follow them. Do not use AI to create, request, or share content that could harm others, including:

- cyberbullying or harassment,
- hate or discriminatory content targeting a person or community,
- threats, intimidation, or harmful rumours, or
- content that violates privacy or encourages wrongdoing.

Use AI in ways that promote respect, collaboration, and a positive school community

- **Follow board and school procedures, especially the Technology Use Standards.**

Your use of AI must follow board policies and school expectations for technology use, academic integrity, and digital citizenship. If a teacher or assignment says “no AI,” that direction applies even if a tool allows it.

Guiding Principle 6:

Practice environmentally sustainable use of generative AI.

- **Generative AI uses considerable environmental resources from electricity to water. Be mindful and use it only when it adds real learning value.**
- Try first, then ask AI: attempt the task yourself before using AI for help.
- Be efficient: ask one clear, specific question instead of many back-and-forth prompts.
- Avoid unnecessary generation: do not create extra images, videos, long drafts, or repeated versions “just to see.”
- Reuse what you have: use class notes, teacher resources, and prior work before asking AI to redo the same information.
- Choose the simplest tool that works: use basic tools (spellcheck, grammar support, calculators, textbooks) when they meet the need.

The goal is not to avoid AI completely, it is to use it thoughtfully and responsibly, so your digital footprint and environmental impact is smaller.

