

ACTIVE AI: A RESPONSIBLE USE GUIDE FOR PUPILS



A AWARENESS

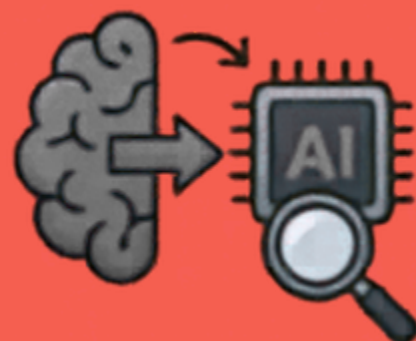


AI is a **SYSTEM**.

AI does not "know" or have "feelings"; it predicts the likely next word based on patterns.

It is a sophisticated "auto-complete," **not a digital friend** or an expert.

C CLARIFY PURPOSE



Know your goal **BEFORE** prompting.

"I am using AI to help me structure my essay,"

Use AI to **AUGMENT** thought, not replace it.

Don't offload your thinking!

T TEST & VERIFY



SCRUTINISE every output.

Find **two** external, human-verified sources (books, websites, teacher notes) to confirm facts provided by AI.

Be careful of hallucinations.

I IDENTIFY & CITE



TRANSPARENCY helps you and your teacher better understand what you know.

Cite the **tool, date,** and **your prompt.** Save a **screenshot.**

Failing to cite AI is a form of plagiarism or malpractice

V VALUE HUMAN INPUT



YOUR VOICE matters most.

Rephrase, analyse, and present information in your own words.

This demonstrates your own unique human perspective.

E EDITOR IN CHIEF



Perform a **Safety and Quality Check.**

You must be able to explain **why** the AI's suggestion was used.

Take **full responsibility** for the finished piece.