

Use of generative AI at Sha Tin College



At Sha Tin College, I am encouraged to explore new technologies, such as generative AI, and learn how to use them effectively. AI can be a helpful tool in my learning, but it's important that I use it responsibly and honestly. This guide explains how I can use AI in different ways while following the rules of good academic conduct.

Level	What it means	What I must do	Why it matters	Examples
<p>I don't use AI</p> 	<p>I complete the task using only my own ideas, knowledge, and skills.</p>	<p>I do not use AI at all. I must complete a Student AI Use Declaration stating that I didn't use AI. If I did use AI, I understand that it would be considered academic dishonesty.</p>	<p>Some tasks are designed to show my personal learning. Using AI would take away from that.</p>	<p>-</p>
<p>AI helps me understand</p> 	<p>I use AI tools (like Magic School) to help me understand the topic better.</p>	<p>I must complete a Student AI Use Declaration explaining how I used AI.</p>	<p>It's okay to use AI to learn, but teachers need to know what I didn't understand so they can help me.</p>	<ul style="list-style-type: none"> - Asking AI to explain key points of an essay to me. - Asking AI to translate something into another language that I speak. - Asking AI to simplify a difficult text for me.
<p>AI helps me with ideas</p> 	<p>I use AI to brainstorm or plan my work.</p>	<p>I do not include any AI-generated content in your final work. I must complete a Student AI Use Declaration explaining how I used AI.</p>	<p>Using AI for ideas is like doing research. I must give credit for ideas that aren't my own.</p>	<ul style="list-style-type: none"> - Asking AI for different viewpoints on a topic. - Using AI to help plan the structure of my essay. - Using AI to write a sample paragraph, then using it as a model for my own writing.
<p>AI helps me improve my work</p> 	<p>I use AI to suggest ways to make my writing clearer or better.</p>	<p>I submit both my original draft and the improved version. AI can suggest changes, but I must make the changes myself. I must complete a Student AI Use Declaration explaining how I used AI.</p>	<p>If I'm an IB Diploma student, I am not allowed to use AI to improve my work. If I'm not, I may be allowed, but my teachers need to see how AI helped me.</p>	<ul style="list-style-type: none"> - Asking AI to check my grammar. - Asking AI to give me feedback on my work.

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<p>AI helps me create parts of my work</p> 	<p>I use AI to create parts of my work that are not being assessed (if the teacher allows it).</p>	<p>My teacher will tell me which parts can be done with AI. I must label those parts clearly. I must complete a Student AI Use Declaration explaining how I used AI.</p>	<p>If the AI-generated part isn't being assessed, it's okay for me to use AI.</p>	<p>- Using AI to create images for a project where my writing is being assessed.</p>
<p>AI assists with all aspects of my work</p>	<p>This is never allowed. If AI does all the work, I won't learn anything.</p>			

Icons designed by Beatriz Calvo Prieto, Hayman Lau (Class of 2027) and Jasmine Tin (Class of 2028)