









GENERATIVE AI GUIDELINES FOR STUDENTS

What is Generative AI?

Generative Artificial Intelligence tools such as ChatGPT, Microsoft Copilot and Gemini leverage a vast amount of the information available on the Internet to quickly generate text and code-based outputs in response to simple, natural language prompts from a user. These tools are capable of interpreting multimodal inputs, such as text and images, and generating text, images, code, video, and audio. These tools are constantly evolving.

What are the principles of generative AI in an educational setting?

1. Teaching and Learning Generative AI tools are used to support and enhance teaching and learning. 	2. Human and Social Wellbeing Generative AI tools are used to benefit all members of the school community. 
3. Transparency School communities understand how generative AI tools work, how they can be used, and when and how these tools are impacting them. 	4. Fairness Generative AI tools are used in ways that are accessible, fair, and respectful. 
5. Accountability Generative AI tools are used in ways that are open to challenge and retain human agency and accountability for decisions. 	6. Privacy, Security and Safety Students and others using generative AI tools have their privacy and data protected. 

Source: [Australian Framework for Generative Artificial Intelligence in Schools](#)

What responsibilities do MHS students have in using generative AI?

- Students at Melbourne High School are free to use generative AI tools to guide or assist in their learning as long as they are respectful of policies guiding the use of technology at school (Digital Technologies Policy, Academic and Intellectual Integrity Code and Policy) and adhere to teacher or assignment guidelines for the use of AI.
- Students must be mindful of their privacy while using generative AI tools. Students must remember that while some generative AI tools are free to use, they are designed as products and thus use consumer input as a basis for their improvement.
- Students need to understand that AI tools are not perfect, not always up-to-date and may provide inaccurate information (hallucinations) or biased results. Students must use their critical thinking skills when using generative AI tools for research or to help them understand concepts.

- Students need to be aware that the unauthorised use of AI language models or paraphrasing tools is a form of cheating and considered as academic misconduct. They have a responsibility to ensure that all assessment tasks meet the requirements of the Melbourne High School [Academic and Intellectual Integrity Policy and Code](#) and [Acceptable Use Agreement](#). It is best to ask and confirm with teachers the expectations regarding the appropriate use of generative AI in assessment tasks and learning activities.
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Which generative AI tool should I use?

MHS recommends that you use Microsoft Copilot. This generative AI tool uses ChatGPT-4 (an otherwise paid product) and provides the sources for the response it provides to a prompt. It also provides more flexibility as a tool, allowing users to select different conversation styles (more creative, more balance or more precise).

When using Microsoft Copilot, it's also a good idea to become familiar with its features, specifically the different types of conversation styles it offers (more creative, more balance or more precise). The following webpage helps you learn more about MS Copilot's features:

[Welcome to Copilot in Windows](#)

There are of course many other AI tools that can assist you for different tasks and you may choose to use whichever one suits you. It is your responsibility to use these ethically.

How can I use generative AI to guide my learning?

In order to use generative AI to guide your learning, you need to learn about prompt engineering, or how to write good prompts. The following webpage is a great place to start:

[Writing prompts - AI in Education for Students - Library Guides at Victoria University \(vu.edu.au\)](#)

You can also use the prompt suggestions on the next page to get some ideas.

How do I reference or cite generative AI?

To cite any generative AI research or generative AI as a source of information or ideas, please follow the guidelines provided in the link below and carefully read through the FAQs.

[MHS Library – When to use GenAI and how to get the best results](#) (password is in Library Canvas course)

[MHS Library – How to cite AI](#) (password is in Library Canvas course)

FAQs - Student use of AI

1. *When do students need to cite generative AI as their source?*

If they use it, they cite it. It is recommended that you add the MyBib extension to your browser to help you do this. Please refer to the [MHS Library link](#) for more details on citing AI.

2. *What percentage of student work can be directly taken from online sources?*

No work can be taken from online sources without acknowledgement. If the work is acknowledged (cited appropriately), the same guidelines apply as for all other academic sources being referenced. Word limits include all in-text citations.

3. *Can students include opinions they found through generative AI?*

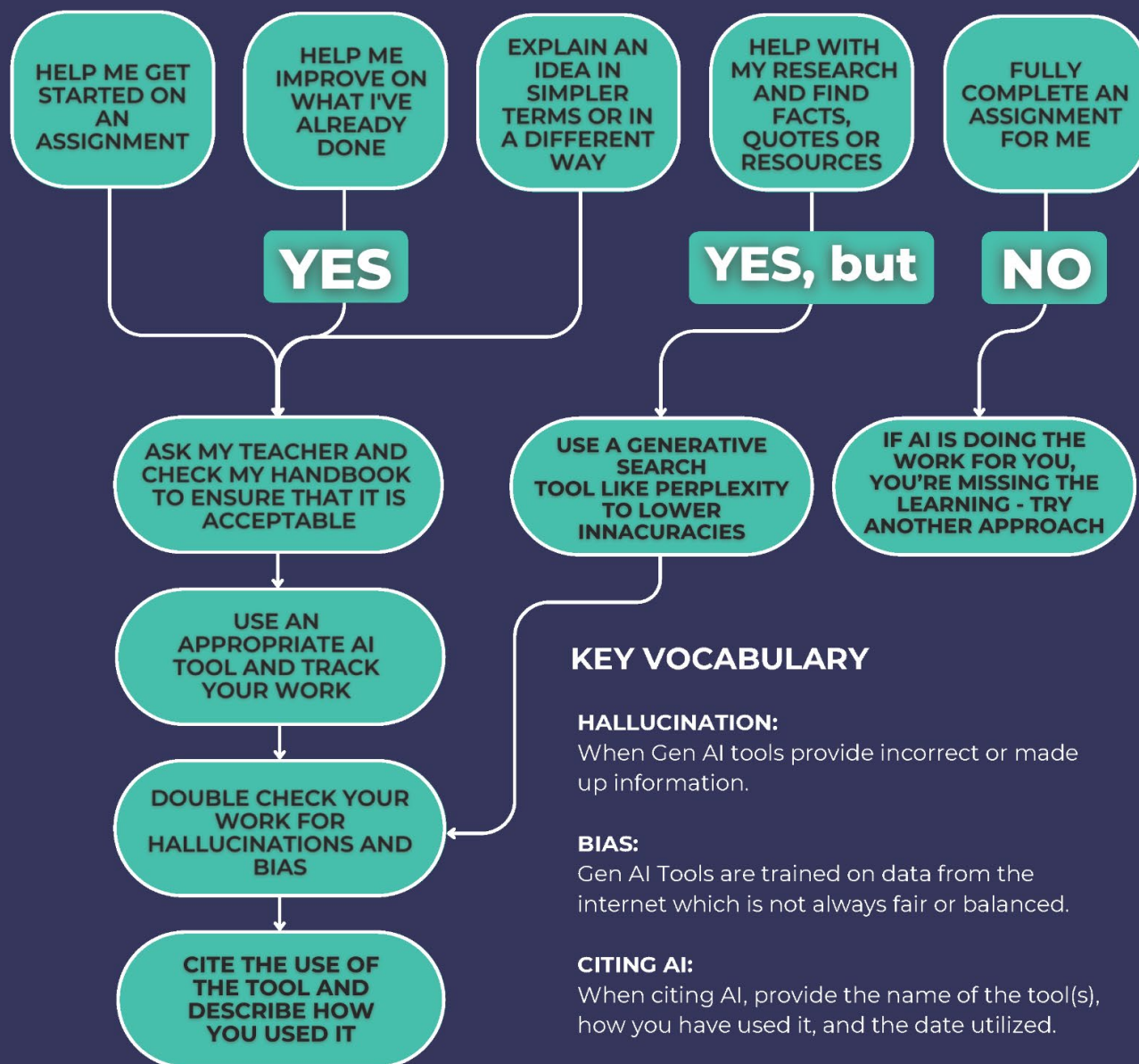
Yes, as long as they are attributed to the AI and not claimed as their own.

4. *Should students cite the original and all subsequent questions/prompts submitted to generative AI?*

Yes, students should cite the full transcript of prompts.

	Enhancement		Transformation	
	Substitution	Augmentation	Modification	Redefinition
Engaging in rich subject content	Ask GenAI to explain content. <i>"Explain to me how acceleration is calculated."</i>	Ask GenAI to explain the steps taken to reach the answer to a math question. <i>"In clear steps, explain how to answer $3x + 5 = 10y$."</i>	Understand the real-life examples of a concept. <i>"Provide real-life examples of when I might need to know about cellular respiration."</i>	Collaborate with classmates to use different GenAI tools to research the same topic and analyze the responses for bias or veracity.
Fostering cognitive engagement	Ask GenAI to break down a sentence in parts. <i>"Break down the sentence Je suis allé au cinéma avec mes amis."</i>	Ask GenAI to come up with potential exam questions to test their knowledge. <i>"Suggest exam questions on the subject of WW2 along the lines of Blooms Taxonomy."</i>	Generate perspectives based on prompt engineering. <i>"Write about the National Apology from the perspective of a member of the Labour party."</i>	Use GenAI to investigate how to acquire a specific metacognitive skill. <i>"How can a student who learns best visually develop critical thinking?"</i>
Encouraging interactions and dialogue	Ask GenAI to propose ideas on how to answer a discussion prompt. <i>"How would I go about answering the question 'How do we know something is true?'"</i>	Ask GenAI to generate counterarguments to a debate topic. <i>"Provide counterarguments to the statement 'I believe Of Mice and Men is a clear representation of the dangers of the American Dream.'"</i>	Ask GenAI to generate an answer to an essay prompt and then critique it using an assignment rubric. <i>"Generate a 500-word answer to [essay question]."</i>	Use GenAI's creative setting (MS Copilot for example) to create a short story on a specific topic. Then evaluate the merits of the short story and think about what you would add to it.
Socio-emotional development	Use GenAI to better understand what a skill is. <i>"Define self-regulation."</i>	Use GenAI to better understand how 'self-regulation' can impact learning. <i>"Provide examples of self-regulation and how this is important for my learning."</i>	Use GenAI to suggest solutions to a youth problem and then critique those solutions OR Use GenAI's creative setting to create an imaginary discussion addressing a conflict with a peer or a parent. Analyse the response for strategies and language that can help you address a difficult situation.	
Providing feedback and support	Use GenAI to help you correct your spelling or grammar. <i>"Please provide corrections to my spelling and grammar: [insert text]"</i>	Use GenAI to get feedback and support on your learning. <i>"Identify gaps in my learning of the French past tense: I know blah blah blah. What am I missing?"</i>	Use GenAI to create questions as a study guide for an exam, then share them with classmates and discuss how you would approach the question.	Use GenAI to get feedback on an assignment and refine it. <i>"Using this rubric, provide feedback on this work and suggest ways to improve it: [insert text]"</i>

Why do you want to use an AI Chatbot? *I want it to...*



V2 (Updated 1/16/24)

aiforeducation.io

Source: <https://www.aiforeducation.io/ai-resources/student-guide-ai-use>

POLICY REVIEW AND APPROVAL:

Policy last reviewed	25 November 2024
Approved by	Principal & MHS School Council
Next scheduled review date	November 2027