Ākonga AI Use Guide:
Years 11–13 and NCEA

Te Kura

1 AI and Personal Information

When using AI tools (like Copilot):

- Never share your full name, birthday, school ID, address, or contact details.
- If needed, use made-up details (e.g., *"Jane Doe, 123 Kowhai Street"*) when asking for help with things like CVs or bios.

2 AI to Support Your Learning

AI is a helpful tool–just like Google, YouTube, or your kaimahi. Use it to:

- Brainstorm ideas
- Summarise or explain tricky concepts
- Explore different perspectives
- Improve grammar or structure
- AI to support your learning to read: But remember: AI is a support tool and not a replacement for your own thinking. See AI and Assessments below for when you can and cannot use AI in your learning.

3 AI to Support Your Learning

Have a Purpose

Know what you want to achieve before using AI.

Clear questions = better answers.

Check the Facts

AI can make mistakes. Always verify information using trusted sources or ask your kaiako.

Avoid Plagiarism

Don't copy and paste. Use AI as a starting point, then write in your own words. Your work should reflect your understanding.

Watch for Bias

AI tools are trained on global data (often American). Think critically–does the info suit your context?

Reference AI

If you use AI to help with your work, say so. Example:

"Some ideas in this paragraph were developed using Copilot (2025)."

4 AI and Assessments

- You cannot use AI for external NCEA assessments.
- You may use AI for some parts of internal assessments.
- The work you are being assessed on MUST be your own work. This will be different for different assignments.
- Ask your kaiako what you are allowed to use AI for.
- Your work must show your own voice, reasoning and understanding.
- Submitting AI-generated work as your own is plagiarism and may result in a Not Achieved grade.

5 When in Doubt, Ask

If you're not sure how to use AI properly:

- Talk to your kaimahi
- Ask for help with referencing
- Be honest about how you used AI in your learning.