FREE RESOURCE · FOR STUDENTS

# Using AI Without Cheating: A Student's Guide

AI can help you learn. It can also do the very part of an assignment that was meant to build your skill — the thinking, the practice, the writing. Here is a clear way to tell the difference, and prompts that keep you doing the work.

> **Your school and your teacher make the rules.** Every school, class and assignment can be different. Something allowed in one class can be cheating in another. When the rule isn't written down, ask before you use AI — not after. This guide is general learning support, not a school policy.

## Three zones

Use this to know where to stop and check. Even the first column is only fine if your class allows it.

| OFTEN FINE FOR PRACTICE — IF YOUR CLASS ALLOWS IT | ASK FIRST | PRESENTS AI WORK AS YOURS — DON'T |
|---|---|---|
| Asking it to explain a topic another way after you have read your notes | Brainstorming topics or angles for a graded assignment | Turning in text, answers or code the AI wrote as your own |
| Quizzing yourself: "Ask me five questions on chapter 4, one at a time" | Fixing grammar or spelling on work you will hand in | Rewording AI output so it looks like your writing |
| Asking for a hint, not the answer, when you are stuck | Summarizing a reading you were assigned to read yourself | Using AI during a test, quiz or exam without permission |
| Getting feedback on how clear your own draft is | Translating your own writing for an assignment | Inventing or AI-generating sources, quotes or data |
| Making a study plan for the week before a test | Using AI images, audio or code in a project | Having AI write a reflection about your own experience |

## Prompts that keep you doing the thinking

Copy one. Change the words in [ brackets ]. Each asks AI to coach you, not replace you.

### Hints, not answers

> I'm working on this problem: [ PROBLEM ]. Don't solve it. Give me one hint, then wait for me to try.

### Practice

> Quiz me on [ TOPIC ] with five questions, one at a time. Tell me if I'm right after each answer and explain why.

### Explain it differently

> I read my notes on [ TOPIC ] and I still don't get [ PART ]. Explain it another way, with an everyday example.

### Check my thinking

> Here is my answer and how I got it: [ MY WORK ]. Point out any step that looks wrong. Don't rewrite it for me.

### Feedback on my draft

> Here is a paragraph I wrote: [ PARAGRAPH ]. Tell me which sentence is least clear and why. Don't rewrite it.

### Ask me questions

> I have to write about [ TOPIC ]. Ask me five questions that help me figure out what I actually think.

## Check it before you trust it

01 **Facts and numbers.** Check each one against your textbook, class notes or another reliable source.

02 **Sources and quotes.** Find the real source. If you can't find it, don't use it — AI can invent sources that look real.

03 **Your own understanding.** Close the screen. Can you explain it out loud in your own words? If not, you're not done learning it.

04 **Push-back test.** AI often agrees with you when you push. If it changes its answer that easily, check the source yourself.

## Say what you used

When AI is allowed, tell your teacher how you used it. Your note must describe what you actually did, and follow your teacher's required format if there is one. If there isn't, a short note like this works:

> "I used [ TOOL ] to [ WHAT IT ACTUALLY DID — e.g. quiz me on the reading ]. I checked [ WHAT ] against [ SOURCE ]. The ideas and final wording are mine."

## Keep private things private

- Don't type your full name, address, phone number, school name or passwords.
- Don't paste a classmate's work, photos or private details.
- Many AI services set a minimum age in their terms. Check before you sign up, and talk to a parent or guardian.
- If something an AI says makes you uncomfortable or scared, stop and tell a trusted adult.

## Ask your teacher — a short script

Fill it in, then say it or send it. Asking first is never the wrong move.

> "For [ ASSIGNMENT ], may I use AI to [ WHAT YOU WANT TO DO ]? I would not use it to [ WHAT YOU WON'T DO ]. If it's okay, how would you like me to show what I used it for?"

**My class rules for AI — write them here so you don't have to guess**

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## Before you hand it in

[ ] I know my teacher's AI rule for this assignment.

[ ] The ideas, choices and final wording are mine.

[ ] I checked every fact, quote and source I used.

[ ] I could explain this work out loud without the screen.

[ ] If I used AI, I described exactly how, in the format my teacher asked for.