



Learner Guide to Artificial Intelligence (AI) Policy

Ratified by Chair of Govs:

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Signed by

Date

Date:

Review Date:



What is AI?

AI stands for **Artificial Intelligence**.

It means computer programs that can do things like:

- ✚ Answer questions
- ✚ Write stories or emails
- ✚ Give ideas for projects
- ✚ Talk or chat like a person

Some examples of AI tools include:

🧠 ChatGPT – 📄 Grammarly – 🎧 Speech-to-text apps – 🎮 Learning games

✅ Why does MIAG use AI?

At MIAG, we use AI to:

- ✚ **Help you learn** in fun and creative ways
- ✚ **Support** you if reading or writing is tricky
- ✚ **Give you ideas** when you're stuck
- ✚ **Make learning more interesting and accessible**

But... we **use it carefully** and **safely**

🚦 The Rules for Using AI at MIAG

1. Be Safe

- ✚ Never put your **full name**, address, or personal info into an AI tool
- ✚ Only use AI when a staff member says it's OK

2. Be Honest

- ✚ Don't use AI to do your work **for you**

You can get help, but the ideas should still be yours!

3. Be Smart

- ✚ AI isn't always right!

Check the answers and ask staff if you're not sure

4. Be Respectful

- ✚ Never use AI to create or share anything **rude, fake, or unkind**
- ✚ If you're worried about something you've seen or made—**tell an adult**

What AI can help you with:

- ✚ Getting ideas for writing
- ✚ Learning new words or facts
- ✚ Reading things aloud to you
- ✚ Helping with spelling and grammar

What AI must NOT be used for:

- ✚ Copying full answers into your work
- ✚ Bullying or being mean
- ✚ Sharing personal information
- ✚ Pretending to be someone else

How staff use AI:

- ✚ To make lesson plans
- ✚ To create fun activities or games
- ✚ To help with admin tasks

They **don't** use AI to judge or label learners

What if I don't understand AI?

That's OK!

-  You can ask any adult at MIAG
 -  We're here to help you use it safely and wisely
 -  We'll learn together!
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Remember:

-  AI is a tool — but you are the learner.
-  Your ideas, effort, and voice matter most.
-  Stay safe, be kind, and use it wisely.