

Jurong Secondary School – Guidelines on using Artificial Intelligence (AI)

The intent of this document is to provide guidelines for students to

- learn about AI,
- learn to use AI,
- learn with AI, and
- learn beyond AI

You are reminded that

- AI is a learning aid, not a shortcut.
- Your effort and understanding matter most.
- When unsure about AI use, check with your teacher first.

Using AI in Assignments

AI use in assignments varies depending on your subject teacher’s instructions.

Some assignments may allow extensive AI use, while others may disallow AI completely (e.g., when the focus of the assignment is on developing your personal thinking).

Zones for AI use

Red Zone (Strictly Not Allowed)	Yellow Zone (Allowed for Some Assignments based on Teacher Instructions)	Green Zone (Generally Acceptable for Learning/Regular Assignments)
<ul style="list-style-type: none">• Copying AI-generated text directly• Using AI to write/rewrite entire sections or assignments in order to strengthen explanation• Relying on AI for complete translations of assignments/projects• Ignoring age restrictions of AI tools• Failing to disclose AI assistance from teachers	<ul style="list-style-type: none">• Generation of ideas (for you to improve)• Gathering of information and data (for you to analyse and synthesise)• Generation of arguments (for you to evaluate and present)	<ul style="list-style-type: none">• Minor word or sentence level suggestions (Compare AI suggestions with your original work – reflect on improvements and future development)• Creating summaries for personal understanding

It is important to always follow your teacher’s directions and clarify where necessary, especially if you are unsure.

Academic Honesty and AI

Plagiarism is using someone else's work (e.g. phrasing, findings, statistics, graphs, images) without acknowledging the source of that information. This includes what is commonly known as 'cutting and pasting' information from books, journals, internet or from work that is generated by Artificial Intelligence (AI). The passing off of work produced by another candidate, person, group or AI, past or present, with or without consent, as your own, also constitutes plagiarism.

Plagiarism amounts to intellectual theft and is seen as an act of dishonesty.

The use of AI tools dishonestly may be managed as a plagiarism case. This includes generating the AI output and presenting it as your own work or idea without credit (even after rephrasing), which violates the Jurong Secondary School's academic honesty policy and will result in disciplinary consequences.

Acknowledging the use of AI

You must declare any AI use using Form A and attach it to the end of your work. You can get a copy of the form from your Subject Teachers.

Use of AI in Assessment

Any use of AI (without the instructions of teachers) that violates the integrity of the assessment may be deemed as cheating. Consequences may include:

- attaining 0 marks for the paper and / or
- downgrading of Conduct Grade – resulting in
 - (a) disqualification from awards
 - (b) ineligibility to represent school

All cases will be referred to the Examination Committee for follow-up. It is important to always follow your teacher's directions and clarify where necessary, especially if you are unsure.

AI DECLARATION FORM

Name:

Class:

STUDENT'S DECLARATION:

I declare that:

- I have only used AI in the following way(s) to complete the assessment [tick all options that apply, *as provided by your teacher*]

Tick	Acceptable uses of AI for this assessment
	<To be provided by teachers>
	<To be provided by teachers>
	<To be provided by teachers>

I have provided the chatlog of all conversations I have had with AI (regardless of platform) that were used in the course of this assessment [*not applicable if your teacher has direct access to the chats e.g., on SLS*].

- I have not used AI (regardless of platform) for anything not stated above, and confirm that all the information provided with regard to my AI usage is complete and accurate.