

# A GUIDE FOR STUDENTS: Using District Approved AI Tools

## I want AI to help me...



Get started  
on a task



Brainstorm,  
Plan, Outline



Improve what I have  
already done



Ask for Feedback:  
Edit; Refine; Redirect;  
Create an image



Understand  
something



Summarize, Simplify,  
Say it another way,  
Translate, Analyze,  
Learn more



### Caution...

**With RESEARCH** – AI research can produce hallucinations. Using Google helps verify information. To avoid hallucinations, provide clear prompts (e.g., “Don’t make anything up” or “temperature zero”) and verify responses with trusted sources. Compare results from multiple chatbots if possible. Use district approved AI Tools and remember to CITE AI USAGE.

**PRIVACY** – Don’t supply AI with any personal or identifying information.

**BIAS** – Information is given from one perspective. It is unbalanced and could be incomplete or misleading.

**HALLUCINATION** – when an AI tool invents or provides incorrect information that seems real.



### DON'T ask AI for help...



**TO FULLY CREATE SOMETHING**  
from scratch without any of my own thoughts. This is plagiarism.

**TO CREATE ANYTHING WITH  
INDIGENOUS CONTENT** – AI will not create accurate content since Indigenous knowledge was passed down orally, not saved digitally.

# A GUIDE FOR STUDENTS:

# CITING your AI Sources

## Transparency:

When you use AI tools to support your thinking, you need to reference this in your citations. Always cite your use of AI. Ask your teacher about the correct format. Check out the suggestions below. You might need a 'Works Cited' or 'Bibliography' page.

Only certain AI Tools are approved in Abbotsford for Student use. Check with your teacher and our District List.



## HOW to Cite AI?

### DISCLOSURE

Acknowledge how you used AI with a simple statement. Include the tool used and the type of task it was used for - generate text, generate images, edit text, generate code, etc.

**Examples:** "Image created with Adobe Express" (Place a caption under an image) OR "I used generative AI to generate various ideas and concepts." etc.

### CHAT LINK OR SCREENSHOT

Some Chatbots provide a link to the chat. Copy the link and add this to your Citations list. If a link is not provided, you could copy/paste the chat into an Appendix, after the Citations or Works Cited Page.

A screenshot of the chat is another way to show the interactions with the Chatbot. Place this screenshot in an Appendix.

### MLA & APA CITATION

Include the prompt you gave AI, the LLM, LLM version date, URL and date of prompt. Check with your teacher.

**Example:**  
"Describe the symbolism of poison and love in Romeo and Juliet" prompt.  
ChatGPT, 13 Feb. version, OpenAI  
13 Dec. 2024, Chat.openai.com

### Why AI Citation is different:

A citation is a reference to a source you used, like a website, book, or article, allowing readers to find the original information.

Citing AI is different because AI generates unique responses each time it's prompted. Even using the same prompt won't necessarily give you the same result again.