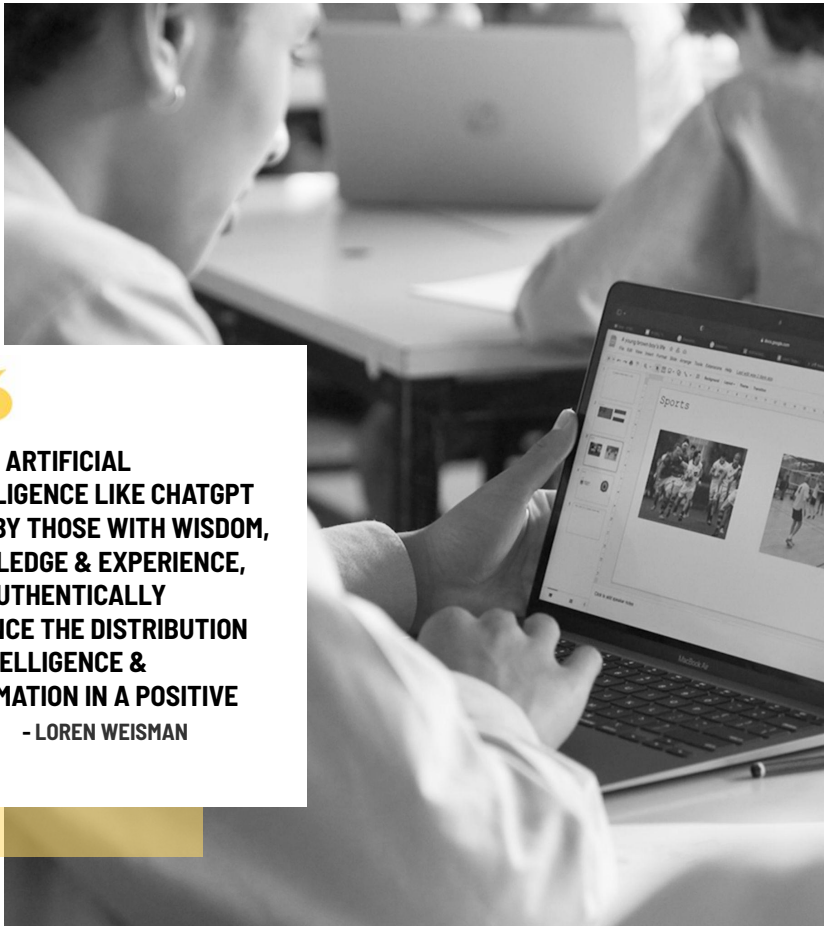




TE KĀRETI TAMATĀNE O TE WHANGANUI-A-TARA  
**WELLINGTON COLLEGE**  
*Founded 1867*

# WC TEACHER GUIDE TO USING AI IN THE CLASSROOM

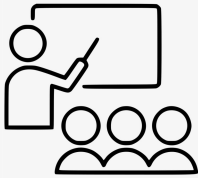


“

**TO ME, ARTIFICIAL  
INTELLIGENCE LIKE CHATGPT  
USED BY THOSE WITH WISDOM,  
KNOWLEDGE & EXPERIENCE,  
CAN AUTHENTICALLY  
ENHANCE THE DISTRIBUTION  
OF INTELLIGENCE &  
INFORMATION IN A POSITIVE  
WAY.**

**- LOREN WEISMAN**

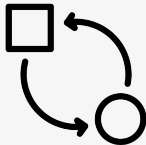
## **WE USE AI IN THE CLASSROOM SO THAT WE CAN:**



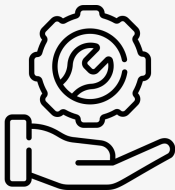
**Adapt to the evolving  
learning landscape**



**Support our students  
to be AI literate**



**Harness its  
transformative  
opportunities**



**Use it to support  
our planning**

## **WHAT IS ARTIFICIAL INTELLIGENCE?:**

Artificial Intelligence refers to the simulation of human intelligence in machines that are programmed to think and act like humans.

AI has been with us for some time. Platforms like ChatGPT though, have transformed the landscape and have the potential to change how we live, work and play. This presents challenges and opportunities for educators.

This guide frames our approach to AI in the classroom and provides teachers with a range of practical tools to explore the opportunities.

The AI landscape is a rapidly evolving one. For us to be able to teach our students how to positively harness tools like ChatGPT, we need to learn about it and talk about it, with each other, and with our students.

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### **TO USE AI EFFECTIVELY, WE SHOULD:**

- 1. BE COMFORTABLE  
TALKING ABOUT AI**
- 2. BE TRANSPARENT  
ABOUT HOW AI IS USED**
- 3. EXPLORE THE  
OPPORTUNITIES IN THE  
CLASSROOM**

## HOW CAN I USE AI AS A TEACHING TOOL?

Teachers can use ChatGPT as a helpful tool for planning aspects of their teaching, from lesson plans to classroom activities. Here are some ways teachers can integrate tools like ChatGPT:

- Generate lesson ideas
- Develop lesson outlines
- Create prompts and questions
- Craft rubrics
- Personalise learning
- Generate writing prompts
- Plan for differentiation
- and more....

*This list was generated by ChatGPT. [See here for more details.](#)*

## FURTHER READING/LINKS/RESOURCES

- [Advice from the Ministry of Education](#)
- [Education Gazette Article](#)
- [A Guide to AI for Schools](#)
- [‘Don’t Ban ChatGPT in Schools’](#)
- [ChatGPT Terms of Use](#) (note the age restrictions)



## WHERE DO I START?

Begin with ChatGPT. Sign up and write a question or a prompt. ChatGPT is responsive to questions that become more and more refined to get the most accurate response. Follow the example below:

***"Tell me about solo taxonomy."***

*<response given>*

***"Using solo taxonomy, design a lesson about commas."***

*<response given>*

***"Adapt this lesson to suit 14 year olds."***

*<response given>*

***"Align this with the New Zealand Curriculum."***

## HOW CAN I ENSURE ASSESSMENT AUTHENTICITY IN AN AI WORLD?

We need to support students to use AI tools ethically and in line with our assessment guidelines. There is a range of strategies that you can use:



- Teach students how to cite ChatGPT and other Gen-AI
- Stress that all work must be that of the student
- Establish a baseline of each student's writing ability
- Consider the wording of the assessment task
- Ask open, more meaningful questions in the assessment task
- Have students submit plans and draft materials
- Require milestone checkpoints and check content coverage
- Use Google Docs to check for 'copy and paste'/edit history
- Undertake oral questioning to confirm understanding
- Make assessment more personal
- Use formative assessment tasks and other modes of assessment
- Use AI content checkers - although these are not without limits

### Be mindful of the following when using an AI platform like ChatGPT:

- Potential biases when generating content
- Double-check sources and generated content
- Be wary of copyrighted material
- Provide constraints to a response
- Iterate with multiple attempts
- Check math and formulas
- Do not share sensitive information
- Ensure authenticity in content creation

### I HAVE MORE QUESTIONS - WHO CAN I GO TO?

Cris Cucerzan - SCT - [c.cucerzan@wc.school.nz](mailto:c.cucerzan@wc.school.nz)

Ollie Baxter - eSCT - [o.baxter@wc.school.nz](mailto:o.baxter@wc.school.nz)

(Luci Lendrum DP can help with assessment questions)

