聖公會陳融中學
生成式人工智能可接受使用政策

1. 引言與立場

本校認識到生成式人工智能（Generative AI）如 ChatGPT、Midjourney 等工具，在教育領域的潛力與挑戰。我們持開放及積極的態度，鼓勵師生探索及善用此類工具以輔助教與學，並培養學生的數碼素養及創新思維。與此同時，本校堅守學術誠信的核心價值。所有學生提交的課業及評估，皆應真實反映其個人學識與努力。本政策旨在為學生、教師及家長提供清晰指引，確保在善用科技的同時，不違背學術誠信的原則。

2. 指導原則

本政策基於以下四大原則：
● 學術誠信 (Academic Integrity): 學生必須對自己的學習成果負責，誠實地呈現自己的思想與創作。抄襲或由他人（包括 AI）代筆是絕不容許的。
● 批判性思維 (Critical Thinking): 學生應批判地評估 AI 生成的資訊，學習核實其準確性、偏見和時效性，而非全盤接收。
● 負責任使用 (Responsible Use): 學生在使用 AI 工具時，必須遵守版權法，並保護個人及他人的私隱，不得輸入敏感或機密資料。同時，嚴禁利用 AI 進行惡作劇、欺凌、騷擾或損害他人聲譽的行為。
● 創新探索 (Innovative Exploration): 鼓勵師生將 AI 工具融入教學與學習中，作為提升效率、激發創意及深化理解的輔助。

3. 學生使用指引

(A) 建議的「善用」方式 (DOs):
　　在教師指引或允許下，你可以使用 AI 進行以下活動：
● 腦力激盪: 針對一個主題，尋找不同的切入點、觀點或關鍵詞。
● 初步資料搜集: 快速了解一個陌生課題的背景知識或基本概念（但必須通過可靠來源核實）。
● 學習輔助: 總結冗長或艱深文章的要點、解釋複雜的科學概念、數學原理或歷史事件。
● 語言潤飾: 檢查文法、拼寫錯誤，或改進句子結構，以提升文章的可讀性（不應改變原文核心意思）。
● 編程輔助: 理解代碼邏輯、除錯或學習新的編程語法。

(B) 禁止的「濫用」方式 (DON'Ts):
　　以下行為將被視為違反學術誠信：
● 直接抄襲: 將 AI 生成的文字、圖像或代碼，直接複製並當作自己的原創作品提交。
● 代寫功課: 輸入功課題目，要求 AI 為你完成整份或大部分的功課。
● 在未經許可的評估中使用: 在考試、測驗或教師明確禁止使用 AI 的課業中，擅自使用相關工具。

- 偽造資訊： 使用 AI 偽造數據、引文或參考資料。
- 侵犯私隱： 輸入任何個人、同學、老師或家庭的敏感或私人資料。
- 創作或散播傷害性內容：利用 AI 製作虛假資訊、不實圖像或聲音，用作惡作劇、欺凌、騷擾、或損害他人聲譽。

(C) 如何註明使用 AI

若教師允許在課業中使用 AI，你必須在提交時清晰註明。請在功課的末尾或指定位置加入聲明。例子：

> 生成式人工智能使用聲明
>
> 本人在此聲明，此課業曾使用 [ChatGPT-4, Midjourney] 輔助完成以下部分：
> 1. [用 ChatGPT-4 為專題報告尋找初步資料及腦力激盪]
> 2. [用 ChatGPT-4 檢查英文作文的文法及拼寫錯誤]
> 3. [用 Midjourney 生成插圖]

(D) 違反政策的後果

任何違反本政策的行為，將被視為學術不誠實。學校將根據現行的校本紀律處分程序處理，可能的處分包括：
- 該份課業給予零分。
- 紀律處分。

4. 教師指引

- 專業發展： 教師應持續了解 AI 的發展，並在教學中示範如何批判性地使用這些工具。
- 評估設計： 設計更多元化的評估模式，側重於評估學生的批判思維、創造力及應用能力，例如：課堂討論、口頭報告、實驗操作、即席寫作等。
- 清晰指引： 在佈置課業時，應清晰說明該項課業是否允許使用 AI，以及允許的範圍和註明要求。
- 教導誠信： 將學術誠信及本校 AI 政策融入日常教學中，引導學生理解其重要性。

5. 政策檢討

科技日新月異，本政策將會每年檢討一次，並根據最新發展作出修訂，以確保其適用性及有效性。

[最後修訂: 2025 年 9 月]

1. Introduction and Stance

    Our school recognizes the potential and challenges of generative artificial intelligence (Generative AI) tools such as ChatGPT and Midjourney in the field of education. We adopt an open and positive attitude, encouraging teachers and students to explore and utilize these tools to assist in teaching and learning, and to cultivate students' digital literacy and innovative thinking. At the same time, we firmly uphold the core value of academic integrity. All assignments and assessments submitted by students should genuinely reflect their personal knowledge and effort. This policy aims to provide clear guidelines for students, teachers, and parents to ensure that while making good use of technology, the principles of academic integrity are not violated.

2. Guiding Principles

    This policy is based on the following four principles:
    ● Academic Integrity: Students must be responsible for their own learning outcomes and honestly present their own thoughts and creations. Plagiarism or having work written by others (including AI) is strictly forbidden.
    ● Critical Thinking: Students should critically evaluate information generated by AI, learning to verify its accuracy, bias, and timeliness, rather than accepting it wholesale.
    ● Responsible Use: When using AI tools, students must comply with copyright law and protect the privacy of themselves and others. They must not input sensitive or confidential data. Furthermore, it is strictly forbidden to use AI to engage in pranks, bullying, harassment, or actions that harm the reputation of others.
    ● Innovative Exploration: Teachers and students are encouraged to integrate AI tools into teaching and learning as an aid to increase efficiency, inspire creativity, and deepen understanding.

3. Guidelines for students

    All assessment work (homework, reports, projects, etc.) submitted by students must be your own work. This means the work must be an expression of your individual thoughts.

    (A) Recommended "Appropriate Use" (DOs):
        Under the guidance or with the permission of a teacher, you may use AI for the following activities:
        ● Brainstorming: For a given topic, find different entry points, perspectives, or keywords.
        ● Preliminary Information Gathering: Quickly understand the background knowledge or basic concepts of an unfamiliar topic (but you must verify the information with reliable sources).

- Learning Support: To summarize the key points of lengthy or difficult articles, or to explain complex scientific concepts, mathematical principles, or historical events.
- Language Refinement: Check for grammar and spelling errors, or improve sentence structure to enhance readability (the core meaning of the original text should not be changed).
- Programming Assistance: Understand code logic, debug, or learn new programming syntax.

(B) Prohibited "Misuse" (DON'Ts):
The following behaviors will be considered a violation of academic integrity:
- Direct Plagiarism: Directly copying text, images, or code generated by AI and submitting it as your own original work.
- Assignment Ghostwriting: Inputting an assignment topic and asking AI to complete the entire or a large part of the assignment for you.
- Use in Unauthorized Assessments: Using AI tools in exams, tests, or assignments where their use is explicitly forbidden by the teacher.
- Fabricating Information: Using AI to create fake data, citations, or references.
- Invading Privacy: Inputting any sensitive or private information about yourself, classmates, teachers, or family.
- Creating or Spreading Harmful Content: Using AI to create false information, fake images, or sounds for the purpose of pranks, bullying, harassment, or damaging the reputation of others.

(C) How to Acknowledge the Use of AI
If a teacher permits the use of AI in an assignment, you must clearly acknowledge it upon submission. Please add a declaration at the end of the assignment or in a designated location. For example:

Declaration of Generative AI Use

I hereby declare that this assignment was completed with the assistance of [ChatGPT-4, Midjourney] for the following parts:
1. [Used ChatGPT-4 for brainstorming and preliminary information gathering for the project report.]
2. [Used ChatGPT-4 to check the grammar and spelling of the English essay.]
3. [Used Midjourney to generate illustrations.]

(D) Consequences of Violating the Policy
Any act that violates this policy will be considered academic dishonesty. The school will handle such cases according to the current school-based disciplinary procedures. Possible consequences include:
- A score of zero for the assignment.
- Disciplinary action.

4. Guidelines for teachers

    Professional Development: Teachers should stay informed about the development of AI and demonstrate how to use these tools critically in their teaching.

    *   Assessment Design: Design more diverse assessment methods that focus on evaluating students' critical thinking, creativity, and application skills, such as class discussions, oral presentations, practical experiments, and in-class writing.
    *   Clear Instructions: When assigning work, clearly state whether the use of AI is permitted, the extent to which it can be used, and the acknowledgement requirements.
    *   Teaching Integrity: Integrate academic integrity and this AI policy into daily teaching to help students understand their importance.

5. Policy review

    As technology is constantly evolving, this policy will be reviewed annually and revised according to the latest developments to ensure its applicability and effectiveness.

[Last revised: September 2025]