

Student Guide to Using Artificial Intelligence in Learning and Assessment

This guide aims to help you understand Artificial Intelligence (AI) tools, their benefits and limitations, and how to use them ethically and effectively in your studies.

Understanding AI and Generative AI

AI refers to computer systems that perform tasks requiring human-like intelligence. Generative AI (GenAI) tools, such as chatbots and large language models (LLMs), create content like text, images, audio, and code based on user prompts. GenAI learns from vast amounts of online data and identifies patterns to generate responses. However, it does not truly understand the information it provides—it only predicts what is likely to come next based on patterns.

Ethics in AI focuses on the moral principles, values, and regulations that guide the development and use of AI systems. Ethical AI use requires careful consideration of issues such as bias, privacy, transparency, accountability, and sustainability. The use of GenAI in education presents many ethical and legal challenges that remain unresolved:

- **Transparency and Oversight:** Since corporations develop and own many generative AI tools, it is unclear how these systems are trained and what measures are taken to prevent misinformation and harmful interactions.
- **Environmental Impact:** The training of AI models requires vast amounts of data and energy, raising concerns about their carbon footprint and sustainability.
- **Fairness and Accessibility:** The data that is used to train AI often contains bias, either within the data itself or in the algorithm development process. These biases can lead to outputs that are problematic or even harmful to certain populations. Ensuring that AI tools are free from bias and accessible to all users is crucial to promoting diversity and inclusion.
- **Privacy and Data Security:** Questions remain about how AI systems handle user data, copyrighted materials, and data storage, as well as who has access to this information.
- **Political Influence:** AI can be used to spread fake news or misleading information, which can lead to misplaced trust in its responses.

Strengths and Limitations of Generative AI

What GenAI Can Do

- Generates text, summaries, and translations.
- Helps structure ideas and organize rough notes.
- Provides explanations of concepts in different ways.
- Assists with brainstorming and overcoming writer's block.
- Formats information into different styles (e.g., tables, bullet points).
- Generates images and assists in creating presentations.

What You Should Be Aware Of

- AI-generated content may contain errors or misinformation (known as "AI hallucinations"). You must fact-check its outputs.
- AI can mimic intelligent responses but does not truly comprehend topics.

- GenAI often pulls from copyrighted content without permission, raising legal and intellectual property issues.
- Most AI tools store input and use it to develop the underlying language model. Therefore, be careful to enter your personal data and /or confidential information into these chatbots.
- Excessive reliance on AI tools may hinder creativity and critical thinking skills.
- AI-assisted technologies such as Large Language Models and image creators are constantly and quickly evolving therefore you may not retrieve the same result/output in every trial.
- Since AI tools are trained on an enormous amount of publicly available online text and data, the tools lack human judgment, as a result ethical, cultural, discriminative, and gender-related biased outputs or responses may occur. Thus, be aware of the biased content when it arises.

Using AI Tools in Assignments & Assessments:

What is Allowed?

You can use GenAI tools to support your learning, but it should not replace your own critical thinking and creativity. When properly used, AI can:

- Help you generate ideas and structure your assignments.
- Summarize articles, lectures, and transcripts.
- Provide feedback on your writing.
- Provide outline for projects and procedures.
- Offer explanations of concepts or define key terms.
- Suggest reading materials or resources.
- Assist with time management and organization.
- Help with language translation for individual words or short phrases (with proper citation).

What is NOT Allowed?

You must NOT:

- Ask AI to write entire sections of your assignment, such as introductions or conclusions.
- Copy and paste AI-generated content into your assignment without citing it.
- Use AI to translate entire assignments.
- Use AI to rewrite or improve your writing in a way that misrepresents your skills.
- Use AI during exams or for assessments where its use is forbidden.
- Paraphrase someone else's work using AI without proper attribution.
- Share sensitive, personal, or copyrighted information with AI tools.

Always **REMEMBER** to check your course syllabus for specific guidelines on AI use, as different instructors may have different policies.

Citing AI Use in Your Work

If you use AI at any stage of your work, you must acknowledge it. Failing to do so may be considered academic misconduct. Since citation practices for AI are still evolving, you should at least include:

- Name and version of the AI tool (e.g., ChatGPT-4.0).

- Publisher (e.g., OpenAI).
- URL of the tool.
- A brief explanation of how AI was used in your work.
- The specific prompt you used to generate your output

Example Acknowledgment: “I used ChatGPT-4.0 OpenAI, <https://chat.openai.com/> to generate ideas and proofread my final draft.”

AI Detection and Academic Integrity

Your assignments will be checked by the course instructors for AI-generated content using **Turnitin AI detection**. If your work is flagged as having more than **20% AI-generated content** (unless otherwise stated in your course syllabus), it will be considered academic misconduct, resulting in a zero grade.

Your instructors will specify how AI can be used in their courses. It is your responsibility to follow their guidelines and ensure your work meets academic integrity standards.

By using AI wisely, you can enhance your learning experience while maintaining honesty and originality in your work.

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