Student guidelines for responsible use of generative AI

Check your course syllabus

Always check the course syllabus or with your instructor before using AI in course work

Remember that every course and assessment task may have different requirements for using AI tools. It is your responsibility to check whether AI use is allowed in each of your courses and their assessments. Talk to your instructor if you're not sure.

Maintain your academic integrity

Don't copy and paste AI generated material and claim it as your own

It is important to be transparent when you use AI tools, and that means acknowledging when and how you have used AI tools to generate content. Rewriting or altering AI generated drafts of text or other media still requires proper attribution. This is especially important if you submit AI generated content for assessment or academic credit.

Protect personal and private information

Don't include your own or others' personal or private information in prompts

Including information such as addresses, emails, phone numbers, UWinIDs, health information, date of birth, or any other sensitive information in prompts generally allows the company to use that information as part of its training data. This creates a risk of identity theft and inappropriate use of the data.

Protect copyright and intellectual property

Don't upload copyrighted material or intellectual property of others to generative AI tools

Don't share any intellectual property (IP), including your instructor's slides, class notes, assignment outlines, past assignments, copyrighted material such as books, journal articles, theses, art works, music etc. with generative AI tools without the explicit consent of the copyright owner. You should also be cautious about sharing your own IP with these tools as it will become part of the training dataset for the AI model and may be used to generate outputs.

Verify accuracy of AI outputs

Verify and critique all AI generated material

Generative AI tools can produce biased, inaccurate, unreliable, or invalid outputs, sometimes called 'hallucinations.' It is your responsibility to always verify the accuracy of the output of any AI tools you use by checking against reliable and credible sources.

Don't let AI do the thinking for you

Think of AI as an assistant, not as a replacement for human learning and thinking

While it is tempting to allow AI to do a lot of work for us, avoid using it in ways that replace your own thinking and impede your learning. For example, working with AI tools as a creative assistant or personal tutor can help you learn, while simply giving it the assignment questions and copying and pasting its answers removes your intellectual agency. You should always be able to explain what you know without the assistance of an AI tool.