

Guidelines for using Artificial Intelligence (AI) and other digital tools in your studies

It's important to understand that you should:

1. Use Artificial Intelligence to support your learning as an investigatory tool, rather than use it to create your assignments
2. Ensure that the final product is your own work, and not just copied from an AI generator.
3. for the use of digital translation tools, only limited use (i.e., only for some words but not for sentences and paragraphs) is expected

It's also important to use Artificial Intelligence in ways that are ethical and responsible. Here are some suggested guidelines for KOI students:

1. Follow any KOI guidelines set for your subjects or course, and understand that it may not be appropriate to use generative Artificial Intelligence in all circumstances.
2. Appropriately cite and reference any text or output generated by Artificial Intelligence in your assignments, along with any other sources that you used. You should clearly indicate where in your assessment task you used Artificial Intelligence-generated material.
3. Understand the limitations of Artificial Intelligence tools and use them in conjunction with other sources to verify the credibility and reliability of the generated information. Check the accuracy of all information generated by Artificial Intelligence tools.
4. Understand that the use of Artificial Intelligence should be to support learning as an investigatory tool, rather than used to create an assessment response.
5. Ensure the final product is your own work, and not just copied from an Artificial Intelligence generator.

Referencing guidelines

It is important to acknowledge any use of Artificial Intelligence generated content in your assignment references. At the moment there are no specific guidelines in Harvard Style for citing ChatGPT or other generative Artificial Intelligence, but this is likely to change in the future.

Paraphrase the text and cite it as OpenAI

If you use text taken directly from content generated by AI then you need to paraphrase the text and provide an in-text citation.

For example:

Academic integrity is demonstrated by students who are ethical and honest in their academic work. This means that they are not plagiarising, cheating or copying others work but cite correctly when carrying out research. It is behaviour which helps to maintain trust in an academic context (OpenAI, 2023).

Acknowledge that you've used AI

Place an acknowledgement of AI use after your reference list. This acknowledgement must outline WHAT you asked AI and HOW you used the information generated by AI.

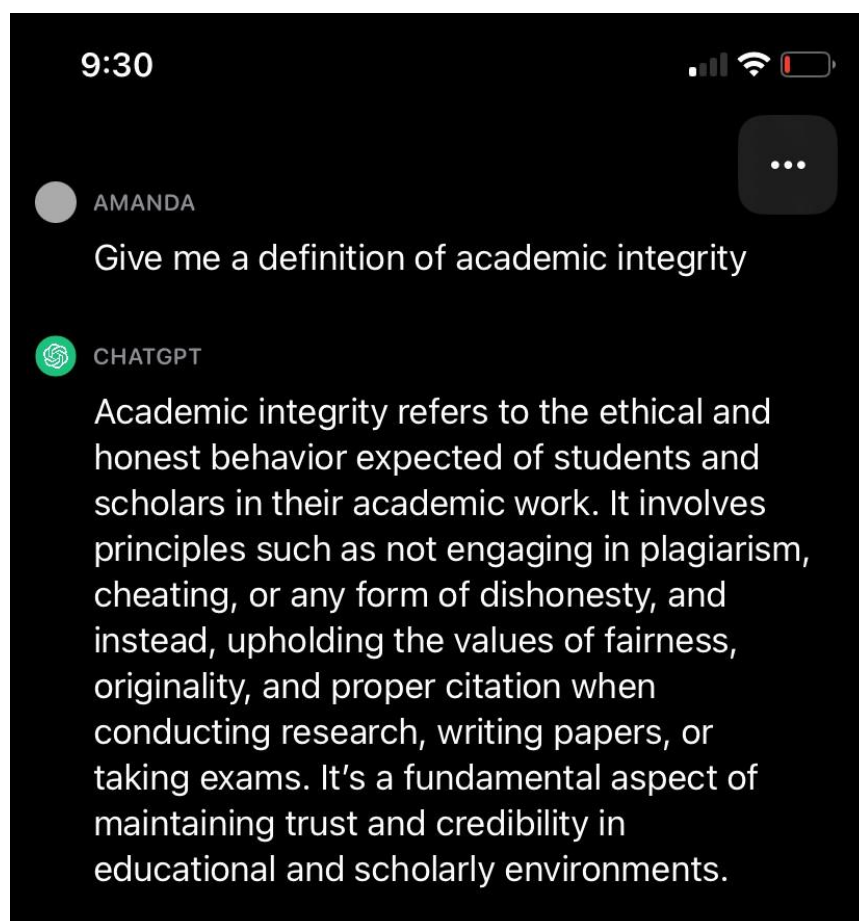
Here are three examples shown below.

Example 1. Acknowledgement of AI use

ChatGPT was used 19/10/23 to assist with Part 1 (page 1) of this assessment.

I asked ChatGPT the following question: *Give me a definition of academic integrity.*

The following information was given which I had paraphrased and cited:



Example 2. Acknowledgement of AI use (summarized)

ChatGPT was used on the 30/07/23 to assist in the part 1 and part 2 of this assessment,

I asked ChatGPT the following question: *If I am a student spokesperson and I will write an email address to all college students in my school, what colours should I use in my flyer?*

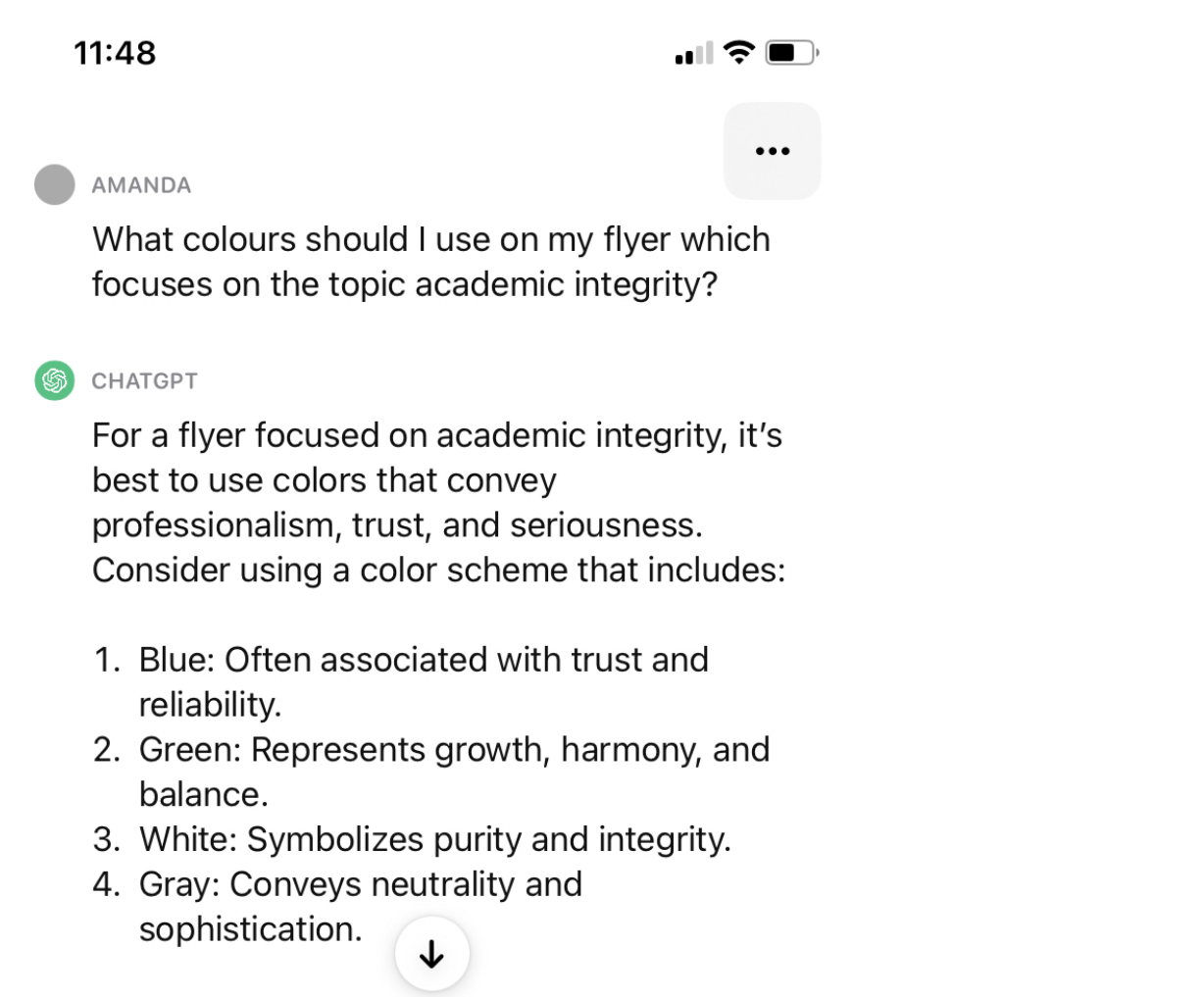
It responded that the brand colours can help reinforce the institution's identity. I also asked ChatGPT about its uses as I need more knowledge. AI enabled me to explore ideas and be creative with my writing and design.

Example 3. Acknowledgement of AI use (with a screen shot)

ChatGPT was used on the 30/07/23 to assist in the part 1 and part 2 of this assessment,

I asked ChatGPT the following question: *What colours should I use on my flyer which focuses on the topic of academic integrity?*

The following response was given, and I used these colours throughout:



Please note, check with your tutor and course material as to how this use should be acknowledged and cited. As part of the process in identifying the appropriate use of AI technology in academic work, your tutor may:

- Request you to not only cite & reference the use of the digital tools but also include a declaration/acknowledgement of how the digital tool is used at the end of the submitted assessment).
- Ask you to show your drafts, process of your work, research evidence and collected literature.

Verify the credibility of any generated Artificial Intelligence

There are various resources available which can help you to think about how to verify the credibility and reliability of generated Artificial Intelligence (AI).

Try these websites:

<https://youtu.be/71-NOcQnF8w>

<https://latrobe.libguides.com/artificial-intelligence/study-tool>

<https://latrobe.libguides.com/artificial-intelligence/assignments>

<https://latrobe.libguides.com/artificial-intelligence/research>