Student Fair Use of Generative AI

Students must

- Do the majority of their own assignment work (majority defined as greater than 50% and/or according to the course assignment instructions);
- Disclose when they use generative artificial intelligence (AI) tools in their work, and which one(s);
- Describe how they use AI tools (see glossary of terms and clear direction);
- Cite their AI information sources, using course format guidelines as appropriate;
- Verify the accuracy of the AI source information; and
- Avoid using AI without disclosure or citation.

Tips for Student Usage:

While it may be tempting to delegate all your work to an AI tool, AI systems are not perfect and prone to errors, inaccurate information (hallucinations), and inherent biases. As the human using the AI, you are responsible for the quality, thoroughness, and accuracy of your own work and the same for any AI output presented in your work. This includes checking the reliability of sources and including your own unique perspectives, analysis, and insights. Prior to using ChatGPT, Google Gemini, Microsoft Copilot, or any other AI Generative Tools for classroom work (discussions, assignments, etc.), be aware of the following:

- Refine your prompts (the questions you ask a generative AI tool) to get high-quality results rather than providing minimum effort. This will take creative and critical thinking on your part as a student.
- Use AI as a supportive tool for your work, not as a replacement for your own skills and effort. Continuously work to sharpen your AI skills.
- Critically assess the AI outputs and do not passively accept them. Verify the accuracy, quality, and thoroughness of any facts, figures, cited sources or claims made by the AI. AI has the potential for its own set of inherent biases, and those biases can be subtle. You are responsible for any errors or omissions.
- When data is entered into the AI, it may be used for future training of the large learning model (LLM). While ChatGPT, for example, offers a privacy mode that claims not to use input there for future AI training, the current state of privacy remains unclear for many other AI models. A good general practice is to only share what you would be comfortable sharing in public. Do not feel compelled to share anything personal, even if the AI asks (i.e. names, email addresses, mailing addresses, mother's maiden name, etc.).
- Acknowledge the use of AI tools appropriately. Be sure to cite them as you would any other source. You can find APA guidance on citing AI here.
- Not all generative AI tools have access to current events, information, and data.
- Generative AI is a rapidly evolving technology. Review these guidelines often, and let your instructor know if you need further guidance on the appropriate use of AI tools.
- Charter Oak State College may take appropriate action if AI is used unethically, without proper citation, or for cheating.

In summary, use generative AI thoughtfully as a supplemental learning tool rather than as a crutch. Approach AI-assisted work with care - refine prompts, verify sources, augment outputs for higher quality, analysis, and thoroughness, acknowledge AI use, and retain responsibility for final work products. Uphold academic integrity by citing AI appropriately and not using it unethically or for cheating. AI is a powerful but imperfect technology - leverage its benefits for your learning while critically evaluating the outputs. Stay current on the most recent AI best practices as this field continues advancing rapidly. Above all, rely on your own knowledge, skills, and judgment - AI should enhance your work, not replace personal involvement and accountability. Contact your instructor if you need guidance on the conscientious use of AI for optimal educational outcomes.

The tips were refined with assistance from Claude, an AI writing assistant created by Anthropic (2023).

Glossary of AI Terms

- **Algorithmic bias:** AI algorithms can be designed with biases or assumptions that favor certain groups over others.
- **Artificial Intelligence (AI)**: The development of computer systems that can perform tasks that typically require human intelligence, such as understanding language, recognizing images, and making decisions.
- **Automation**: The use of technology to perform tasks without human intervention, often to increase efficiency and productivity.
- **Chatbot**: A computer program that simulates human conversation, often used in customer service or tech support.
- **Data bias:** AI models are often trained on biased data, which can perpetuate and amplify existing social inequalities.
- **Deep Learning:** A subfield of machine learning that uses neural networks with multiple layers to analyze complex data.
- **Generative AI:** A type of AI that can generate new, original content, such as images, music, or text.
- **Hallucination:** When an AI model incorrectly identifies or generates something that is not based on any real input or data.
- **Human bias:** AI systems that reflect the biases of the people who create and interact with them.
- **Large Language Model:** a deep learning algorithm that can perform a variety of natural language processing (NLP) tasks.
- **Machine Learning:** A subfield of AI that involves training algorithms to learn from data and improve their performance over time.
- **Model:** A mathematical representation of a system or process, often used to make predictions or classify data.
- **Natural Language Processing (NLP):** A subfield of AI that deals with the interaction between computers and humans in natural language.
- **Neural Network:** A type of machine learning model inspired by the structure and function of the human brain.
- **Output:** The result or prediction produced by a machine learning model.
- **Prompt:** An input, request, or cue given to an AI model to generate a response or output.

- **Test Data:** A separate dataset used to evaluate the performance of a trained machine learning model.
- **Training Data:** The dataset used to train a machine learning model.

Types of AI Usage: Below are examples of types of AI usage. If there are questions or need for clarification on AI usage in a course, please check with your instructor.

- **Outline Creation:** AI helps structure main points and build a logical flow in writing.
- **Ideation/Lateral Thinking:** AI generates creative ideas and explores alternative perspectives to support writing.
- **Spell/Grammar Check:** AI corrects spelling errors and improves grammar and syntax in writing.
- **Content Creation:** AI generates content in various ways:
  - **Single-Prompt Generation:** Direct responses to queries and quick drafts from specific prompts.
  - **Looping and Revision:** Editing and refining text, simplifying or expanding sections, and adjusting tone and style.
  - **Re-writing/Re-synthesizing/Paraphrasing:** Creating variations of existing text to ensure originality and avoid plagiarism.
  - **Multiplex/Scatter-Gather:** Generating multiple outputs to select the best fit.
  - **Raise/Lower Stratum/Audience:** Adjusting content to suit different audience levels, such as:
    - **Raise Stratum:** Elevating content to a more formal or technical tone.
    - **Lower Stratum:** Simplifying content to a more accessible or conversational tone.
    - **Audience:** Tailoring content to specific audience needs and preferences.
- **Editing:** AI enhances clarity and readability, adjusting paragraph structure as needed.
- **Understanding:** AI clarifies complex concepts and summarizes lengthy documents.
- **Evaluating:** AI assesses the quality of arguments and identifies logical inconsistencies.
- **Analysis/Critique:** AI provides critical feedback and analyzes thematic elements in writing.
- **Citation Assistance:** AI generates and formats citations, ensuring consistency.
- **Integration of Visuals and Data:** AI suggests relevant graphs, charts, and images, and interprets data visualizations.
- **Feedback Implementation:** AI integrates reviewer or peer feedback and revises documents based on suggestions.
- **Translation and Localization:** AI translates content into different languages and adapts content for specific cultural contexts.

The glossary of terms and AI usage were developed and refined with assistance from Meta AI, an AI writing assistant created by Meta (2024).