Guide for Students on the Ethical Use of Generative AI Tools
Can be used as a guide for students to evaluate the use of AI in your course

To be an ethical user of AI tools, I must ask the following questions…

Before	☐

1	How and why am I going to use the tool? (To replace or enhance?)
	- **I use the AI tool to enhance my learning and creativity**, not to replace it:
	    ☐ I use the AI tool for rote or procedural skills
	    ☐ I use the AI tools when they are appropriate (see above) and not as a means to complete work at the last minute	

2	Have I been given permission to use the tool in that context? - **I use the AI tool only when it has been explicitly allowed** by the instructor, and do not assume that it is permitted in all contexts: ○ When I am unsure if AI tool use is permitted, I seek clarification from my instructors	☐

3	Is my intention to learn or to just get a grade?
	- **I reflect on my use of the AI tool throughout the process:**
	    ☐ I seek to understand how it enhanced my learning
	    ☐ I seek to understand how it limited my learning	

4	Do I know how to use the tool? - **I understand the tool's** capabilities and limitations, as well as the **terms, conditions, and privacy policies** associated with the tool.	☐

5	Do I understand the strengths and limitations of the tool?
	- **I treat generative AI output as a secondary source of information** that is not always accurate and take steps to critically evaluate its output:
	    ☐ I attribute ideas and products to their original author or source,
	    ☐ I check all AI output for accuracy by doing an external	

		search for the original author or source	
During			☐
1		Are there other ways to do this WITHOUT AI tools?	☐
2		Is the output biased? Is the output accurate (or is it hallucinating)?	☐
3		Is there a better prompt? Can I ask a different or better question?	☐
4		Am I acquiring the learning objectives of the course or assignment by using the AI tool?	☐
5		Where did the output come from (source, authorship)? Are the sources AI utilized accurate?	☐
6		Have I vetted alternative perspectives?	☐
7		Am I using the tool appropriately according to the instructions provided?	☐
After			☐
1		Are my original ideas present in my work?	☐
2		Am I spreading misinformation or perpetuating harmful ideas, biases, etc.?	☐
4		How did this assignment (and use of AI tools) help me advance my understanding of the content or learning objectives?	☐

5		Have I been transparent about my use of AI tools?
		 - **I am transparent about where, how, and why I used the tool(s):**
		    ☐ I cite the tool(s) in my work,
		
		    ☐ I explain how I used the tool(s) in my work	

6	Have I cited original authors and sources appropriately?	☐
7	Have I cited my use of the AI tool appropriately?	☐
8	Have I plagiarized (knowingly or unknowingly)?	☐

Adapted from a tool collaboratively developed by faculty, staff, and graduate students at the Charlotte AI Institute for Smarter Learning, 2023.