

# A GONZAGA Guide to Using Generative AI Appropriately

## What is Generative AI:

New tools such as ChatGPT, Bard, Stable Diffusion and others can produce text, images, and other media quickly and efficiently. They can also help with brainstorming ideas, finding information, understanding readings, and creating materials. They are limited and you need to understand their ethical uses and limitations. Most importantly, if you use AI tools, you and you alone are responsible for the work you produce using these tools both here at Gonzaga and in your future work.



### 1 AI can't replace your ability to think, but it can help you get ideas

You can use these tools to give you ideas, support your research, and analyze problems. Don't use them to do your work for you (e.g., don't enter an assignment into ChatGPT and copy and paste the response as your answer).

### 2 Use AI Ethically

Critically evaluate AI-generated outputs, and consider potential biases, limitations and ethical implications in your analysis and discussions. When using AI technologies, respect privacy, confidentiality, and intellectual property rights. Ensure that data used from AI applications are obtained and shared appropriately and follow relevant regulations.

### 3 You're 100% responsible for your final product

You are the user. If the AI makes a mistake, and you use it, it's your mistake. If you don't know whether a statement about any item in the output is true, research it. If you cannot verify if it's factual, you should delete it. You're fully accountable for AI-generated content as if you had produced the materials yourself. This means ideas must be attributed, facts are true and sources must be verified.

### 4 The use of AI must be open and documented

The use of any AI in the creation of your work must be declared in your submission and explained. See your syllabus for guidance on how to document your usage.

### 5 These guidelines are in effect unless your instructor gives you alternative guidelines

It's your responsibility to ensure you are following your instructor's guidelines for assignments and exams.

### 6 Confidential or personal data should not be entered into generative AI tools

Putting confidential or personal data into these tools exposes you and others to the loss of important information. Therefore, do not do so.

*Be aware that the use of AI in any class may be considered a violation of Gonzaga's Academic Integrity policy which prohibits the use of digital tools without the approval of your professor. Consult your syllabus and/or your instructor before using generative AI to assist in class work.*

This infographic is based on The University of North Carolina student guide available at:

<https://provost.unc.edu/wp-content/uploads/2023/08/UNC-Using-AI-Appropriately-Final-Revision.png>