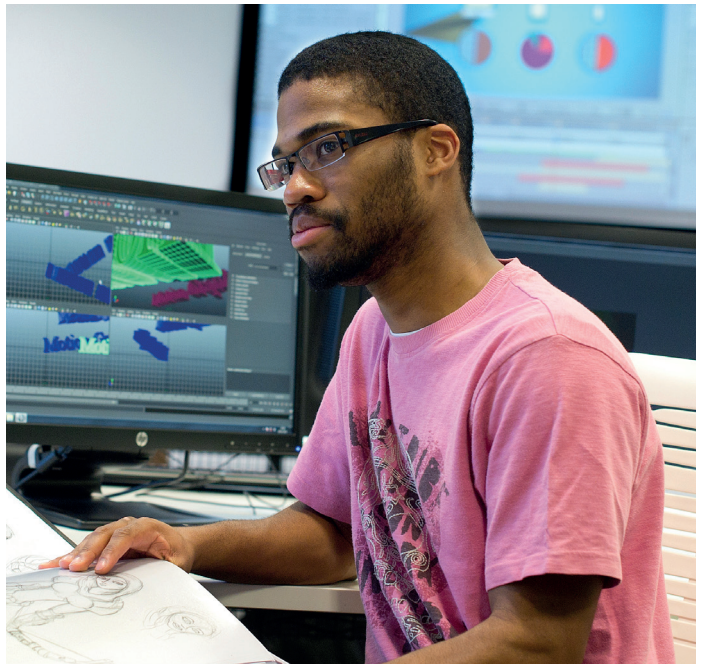


## A Student Guide to...

# Ethical use of Generative Artificial Intelligence (AI)



# Contents

---

Using AI to support learning .....	2
Critically evaluating information generated by AI .....	3
Ethical use of AI .....	4
How to use AI generated material .....	5
Be careful what you upload/enter into AI .....	6



*This is a fast-moving and developing area of HE teaching and learning and we will continue to review and update our guidance as appropriate.*

## 1. Using AI to support learning

The rise of generative artificial intelligence (AI), specifically tools such as ChatGPT, CoPilot and Bard, are having an impact on learning and how we process and present information. We recognise that these will be encountered during your studies as well as in workplaces and everyday life. In this guide, it is our aim to help you use AI ethically and fairly and to ensure that you are aware of its advantages and limitations.



## 2. Critically evaluating information generated by AI

Just like any information you get from a source such as a book, a journal, a newspaper, or an internet search, you need to think critically and make judgements about whether the information provided by AI is appropriate and relevant to your studies. While it might be tempting to assume, because it can look convincing at first glance, that the information generated is accurate and that it has been created using a range of sources that it has evaluated critically. This is not the case. Unlike you, the AI does not currently have the ability to understand the content that it creates in the same way humans do.



### Some things to think about carefully:

- ❗ **Currency:** Is the AI accessing the most recent sources of information? E.g., is it accessing sources from this current year and previous years that are relevant to your specific study?
- ❗ **Relevance:** Is the information generated relevant to the topic you are researching? Is it appropriate for an academic piece of work, or is it too general and basic?
- ❗ **Authority and Accuracy:** Are you able to check and verify the information? Are there any factual errors? If there are references provided, are they authentic, can you trace them? If so, where are the sources from and have they been peer reviewed or evaluated?

It is important to remember that you may not be able to find out where an AI tool has got the information from, and it will usually be created from more than one source. Ultimately, it is important to ask: Can you be confident about the quality and accuracy of the content? This is no different from choosing relevant sources in more traditional ways.

- ❗ **Consider:** Does the material seem objective? Is there any obvious bias in the information? Does it read like fact or opinion?

*It is important to remember that the AI tool is only as good as the information it is trained on. It may have inbuilt bias and inaccuracies that we may need to be aware of when using it to support our research and studies.*

### 3. Ethical use of AI

Academic integrity is concerned with the ethical code that applies to the standards by which the academic community at Edge Hill University operates. It represents the values of honesty, fairness, trust, responsibility, and respect for others. Academic integrity plays an essential role in your intellectual and professional development and your successful transition to graduate employment and future careers.

In relation to assignments, you are required to abide by University regulations (see link below), and not seek an advantage over other students by unfair and/or unacceptable methods that include cheating, collusion and plagiarism. Importantly, while it is possible to access one or more of a range of services provided by a third party, which also includes material produced by an individual or Artificial Intelligence (AI), such input is not permitted for submitted assessment unless used appropriately in relation to the expectations below.

Essentially, when you submit your assignment, you are confirming that the work is your own unless collaboration (such as group work) has been specifically authorised.

So, it is really important to know what is fair or ethical use of AI, and what is unfair or unethical use. **The following table sets out key principles:**

✔ Fair/Ethical use of AI as a tool	✘ Unfair/Unethical use of AI as a tool
Exploring initial ideas/keywords for a topic	Presenting AI-generated content as your own work
Helping to gain an understating of complex ideas/concepts	Using AI to generate your assignment or parts of it without any acknowledgement of sources or personal input
Helping to locate sources	Using AI to deceive – making claims to knowledge and understanding that are not your own
Drafting ideas and planning or structuring	Improper referencing – using AI to generate references/bibliographies when you have not engaged with them yourself
To generate ideas for graphics, images, and visuals	Asking AI to re-write your work
Gaining feedback on your work before submission (grammar checking tools, for example) to refine your style	
As a revision aid	

## 4. How to use AI generated material

**Using AI as a tool:** If you have used an AI tool to help you explore your topic, then you may find that it makes references to individual authors/theorists/practitioners or specialist terminology. If this is the case, then it is essential that you try to trace (and read) the original reference and cite this in your work. This ensures that what is in your work is accurate, and it means that you have conducted your own research rather than rely solely on AI, which would be an example of unfair use.

**Using AI as a source:** Occasionally you may use AI tools to generate content that you then choose to use unmodified/unedited in your work. This would be considered quoting. You may also choose to paraphrase content generated by the AI tool; in which case you have used it as a source. In both cases you should reference in the same way that you would reference similar material from any other type of source. However, you must always ensure that your voice is present. You should not rely on AI generated quotations or paraphrasing as this is poor academic practice and may be malpractice.

### How to acknowledge sources

Where the above use of AI applies, then AI tools should be referenced appropriately and in line with how **websites are commonly referenced** and using your **subject referencing style**. However, if your style requires the words 'Available from:' or an 'Accessed date' when referencing a website, you do not need to include these elements when referencing AI.

#### For example (Edge Hill Harvard Style):

In-text citation (e.g., quotations and paraphrasing the work of others, as defined above)

Format: (Author, date)

Example: (OpenAI, 2023)

#### Reference list at the end of your work:

Format: AUTHOR, date. Title or webpage [description of tool]. Web address.

Example: OPENAI, 2023. ChatGPT [Large Language Model]. <https://chat.openai.com>.

*If you are unsure about any aspect of using AI, it is important to speak to your subject tutor for additional guidance.*

## 5. Be careful what you upload/enter into AI

While you may not be regularly dealing with highly sensitive information when writing your assignments, you do need to be aware that anything you submit could be collected and stored and that its security and privacy may be compromised. If you write something original and upload it, then it may become part of the available data that the tool will draw upon. If you are writing anything (such as a report or reflection on individual or group work) that might refer to yourself or other people, you must not upload/enter anything that might contain personal information such as names, organisations, dates or contact details. Likewise, you should not enter any data sets, survey results or transcripts from interviews or focus groups.

*Always think very carefully before you submit any material to an AI tool. Ask yourself: Do you want others to potentially have access to your work?*

## 6. Useful links

**Edge Hill University Malpractice: A Guide for Students:**

<https://www.edgehill.ac.uk/document/academic-malpractice-a-guide-for-students/>

This guidance has been developed with consideration of the broader UK Higher Education response to AI, such as that produced by the University of Newcastle, University College London, University of Northampton, The Quality Assurance Agency for Higher Education (QAA) and Jisc.