

Responsible AI Use: Ethical usage

TRAIN TO LEARN EFFECTIVELY: TIP SHEETS

1. What is AI?

Artificial Intelligence (AI) refers to computer systems designed to perform tasks that typically require human intelligence, such as recognizing patterns, solving problems, and understanding language.

For university students, the most relevant type is Generative AI (GenAI). Unlike traditional software that follows strict rules, GenAI produces 'new' content – text, images, or code, based on patterns it learned during training.

Note: AI does not technically produce new content, rather it recycles material from pre-existing online sources to generate its output; AI predicts the next word in a sequence based on the sources inputted.

Characteristics of GenAI

Think of tools like ChatGPT or Google Gemini not as "knowledge bases," but as prediction engines.

- Large Language Models (LLMs): These tools are trained on vast amounts of text from the internet.
- Next-Word Prediction: When you ask a question, the AI calculates the most statistically probable next word to form a sentence.
- It Doesn't "Know" Facts: It doesn't access a database of truths; it strings together words that *sound* like a correct answer based on the patterns it has seen before.
- **Answers vary:** If you ask a calculator "2+2," the answer is always "4". If you ask an AI the same question twice, you might get different wording or different explanations. It is creative, not rigid.

2. How Do You Use AI?

AI tools can help with brainstorming, research, and organizing ideas when used as a supplement to your own work. Start by selecting a tool like ChatGPT, Google Gemini, or Notebook LM, and craft clear prompts to get useful responses. Remember: AI is not a replacement for your critical thinking, always verify outputs.

Responsible AI Use: Ethical usage

TRAIN TO LEARN EFFECTIVELY: TIP SHEETS

- **Choose the Right Tool:** ChatGPT is great for general text generation; Google Gemini integrates with search for real-time info; Notebook LM helps summarize notes or documents. Test a few to see what fits your needs.
- **Craft Effective Prompts:** Be specific! Include context like your role ("Act as a Finance student"), audience ("Explain for a first-year essay"), and format ("Give a bullet-point summary").
- **Evaluate and Refine Outputs:** Break down responses step-by-step, ask AI to explain its reasoning, then check for accuracy against your knowledge or sources. If something seems off, refine your prompt to avoid biases.
- **Integrate with Your Workflow:** After generating ideas and preparing a rough draft yourself, use AI to assist in refining your work. For studying, prompt AI to create quiz questions based on your notes.
- **Avoid Common Pitfalls:** Don't upload full assignments—AI might generate generic or incorrect content. AI should only be used for assignment when your professor has given clear permission of AI usage. Always cite AI use if permitted by your instructor.

Disclaimer: Be cautious with data privacy; AI tools may store your inputs. Avoid uploading copyrighted materials (e.g., full articles or textbooks, professor sideshows, course outlines) as they could be used to train the model without permission.

3. How Do You Use AI Responsibly?

Tasks AI <u>CAN</u> Help With:
Assisting with graded work <u>when permitted by professors</u>
Creating study material such as practice questions, quizzes and flashcards
Assist with creating a crib/cheat sheet
Explaining and breaking down course concepts
Checking spelling and grammatical errors

Responsible AI Use: Ethical usage

TRAIN TO LEARN EFFECTIVELY: TIP SHEETS

Tasks AI <u>CANNOT</u> Help With
Assisting with assignments without permission from your professor
Fully completing graded assignments
Fully Re-writing work into a higher level of writing
Using AI during online or take-home assessments (ex. Lockdown browser quizzes) when not permitted by your professor
Creating notes, summaries, and/or practice material from copyrighted material (ex. Professors slideshow)

4. What Are The Ethics and Consequences of Misusing AI?

Ethical Issues of AI: Many impacts of AI are considered controversial and unethical. Ethical issues of AI include:

- **Water Use:** AI consumes large quantities of water to generate electricity that powers and cools down data centres, and produce technical components of AI models
- **Carbon Footprint:** AI emits large amounts of carbon from the electricity generated to power data centres
- **Bias:** the data used to train AI can introduce bias in AI's output; Training data is frequently collected without assessment for accuracy or quality, meaning bias from factors such as lack of diversity and/or discriminatory misinformation can be reinforced by AI output
- **Privacy:** AI models are trained using online data, and data inputted by users. If personal information (names, phone numbers, addresses) is inputted into an AI model, AI could use this information and possibly share it when providing output to a user
- **Hallucinations:** Because AI predicts words rather than retrieving facts, it can sometimes make things up entirely. This is called "hallucinating."

Responsible AI Use: Ethical usage

TRAIN TO LEARN EFFECTIVELY: TIP SHEETS

Breach of Policy 60:

Unless an instructor has given you explicit permission, **you should assume that using AI for school work is NOT allowed.** If an instructor does give you permission to use AI, they will tell you how and when it should be used.

Here are the current TMU policies regarding Generative AI:

[Computing and Communication Services \(CCS\)](#) [Academic Integrity Office](#)

How should you NOT use AI?

<u>AI Misuse</u>	<u>Consequence</u>
1. <u>Submitting AI-Generated Work As Your Own</u> - AI should only be used as a tool to assist with your learning - Do NOT copy AI generated text directly into an assignment. Instead, use the AI response as a guide to write your own answer	Using AI in this manner can be considered a breach of Policy 60 AI-generated output may include misinformation, such as hallucinations
2. <u>Uploading Personal Information</u> - Uploading personal information can be stored and used by AI systems. Do NOT enter personal information, such as a home address, of yourself or others into AI systems	Using AI in this manner can use the data of yourself and/or others in ways you may not be comfortable in

Responsible AI Use: Ethical usage

TRAIN TO LEARN EFFECTIVELY: TIP SHEETS

3. <u>Excessive Reliance on AI</u> - AI can be helpful in moderation, however excessive dependence on AI can harm the growth and retainment of crucial academic skills	Using AI in this manner can regress the skills used and developed during your academic career and beyond
4. <u>Unnecessary Use of AI</u> - Each prompt entered into AI tools causes significant environmental impact	Excessive and unnecessary use of AI uses environmental resources in a harmful, unproductive manner

References

<https://www.torontomu.ca/academicintegrity/ai/>

[Google Gemini at TMU](#)

[Using AI tools for learning at U of T](#)

[How to use AI Responsibly EVERY Time](#)

[FAQs: Academic Integrity and AI Use at TMU](#)

<https://www.ibm.com/think/topics/generative-ai>

<https://openai.com/index/why-language-models-hallucinate/>

<https://www.torontomu.ca/centre-for-excellence-in-learning-and-teaching/teaching-resources1/generative-artificial-intelligence/>

<https://guides.library.queensu.ca/c.php?g=740510&p=5344286>

<https://guides.library.queensu.ca/ai/ethics>

<https://guides.library.queensu.ca/c.php?g=740510&p=5351514>