Responsible Use of Artificial Intelligence Tools at Hanover College

🪪 Using AI Tools Responsibly at Hanover College
A guide for students, faculty, and staff

As artificial intelligence (AI) tools like ChatGPT, DALL·E, and others become more accessible, they offer exciting opportunities for creativity, learning, and productivity. However, responsible and ethical use is essential. Until formal campus policies are adopted, please be aware of the following **risks** and **guidelines** for safe and appropriate AI use.

🚩 Risks to Be Aware Of

1. **Academic Integrity Violations**
   Using AI to complete assignments or generate work you present as your own can constitute plagiarism or academic dishonesty.

2. **Inaccuracy & Hallucination**
   AI tools are not typically built to provide verifiably *true* information, but rather *plausible* responses—best-guess statements that *could* be true based on the AI's training data. Such tools may produce information that is plausible but false. Always verify facts, citations, and references.

3. **Privacy & Confidentiality Concerns**
   Avoid inputting personal data, confidential information, or student records into AI tools. Many tools retain and process what you share. (While they are built to seem to be good conversation partners, it is not recommended to use a generative AI agent as a personal counselor, nor to feed it highly sensitive personal emotional or physical information.)

4. **Bias & Harmful Content**
   AI can reflect or amplify societal biases. Be cautious when using it to generate content involving race, gender, identity, or sensitive topics. Generative AI tools are typically trained on the whole internet, and therefore may absorb—and spit back—highly offensive statements.

5. **Intellectual Property Issues**
   Content created by or with AI may raise copyright or authorship concerns—especially if published or shared. Just because AI returned information, images, sounds, etc. as a prompt response does not mean that the result can be used by you without concerns about intellectual property ownership. The "Fair Use" doctrine may mean that for small, academic, or non-profit usage there is not a copyright concern, but some investigation is warranted about the tool you use, where it obtained its learning information, and who "owns" the resulting output to your query.

☑ Responsible Use Guidelines

- **Be Transparent**: Whether you are a student or an employee, if you use AI to help draft or brainstorm, clearly acknowledge that in your work. Use a citation or a mention, such as the *Chicago Manual*'s recommendation: "1. Text generated by ChatGPT, March 31, 2023, OpenAI, https://chat.openai.com." Other style manuals have similar guidelines. For an employee work product, note somewhere (perhaps an asterisk/footer) that assistance was given by generative AI or content creation tools. If you intend to use AI to record and/or summarize meeting contents, all meeting attendees should be made aware of this fact and have an opportunity either to give permission for such use, or to deny it or drop out of the meeting.

- **Use AI for Learning and Assistance, Not Substitution**: AI can be a helpful brainstorming assistant or study aid, but it should not replace your own analysis, writing, or creative work. Remember that, if AI can do all the work, you might not be needed! Humans add critical creativity, analysis, and common sense to initial AI suggestions.

- **In class: Students:** Check Before You Submit. Faculty may have firm guidelines in the course syllabi and specific rules about AI use—when in doubt, ask. Academic integrity requirements remain in place. **Faculty:** Communicate your stance on student use of AI in coursework. Include an AI use statement in your syllabus.

- **Protect Data**: Never upload student records, employee data, or sensitive college materials into public AI tools. Sometimes ownership of intellectual property and copyright issues are a question with AI tools. If you enter something into a search box, it may become property of the owner of the AI tool—this is often a murky legal area. So be careful about dumping in information that we wouldn't want another company to own, or perhaps even have, without a clear contractual partnership.

- **Be Critical**: Don't assume AI output is correct, ethical, or appropriate. Use your judgment. Double-check AI assertions and statements, and especially scrutinize references and citations—these can often be incorrect or even entirely fictional.

🔨 Final Thought

Like fire, AI can be a powerful partner in learning and work—but only when used thoughtfully. Hanover College encourages innovation grounded in integrity and accountability. **Formal policies are coming, but until then, let care and common sense guide your use of AI tools.**

Use AI tools with professional judgment, ethical awareness, and a commitment to transparency. *When in doubt, or if you have questions, consult with your department head, or contact the Office of Academic Affairs / IT / Dean of Students/Business Affairs.*

*This document was developed based on an initial draft from a ChatGPT query response.