A UNC Student Guide to
USING GENERATIVE AI APPROPRIATELY

As the first public university, UNC has a history of innovation. We invite students to enter into that history and innovate with generative Artificial Intelligence (AI) tools. These tools can produce text, images, and other media as well as assist with brainstorming, finding information, reading, and creating materials. However, they must be used appropriately and ethically, and you must understand their limitations. Regardless of your use of any AI tools, you are responsible for the final product of your work, both academically and in the workforce.

AI should help you think. Not think for you
You can use these tools to give you ideas, perform research (in compliance with the next point below), and analyze problems. Do not use them to do your work for you (e.g., do not enter an assignment question into ChatGPT and copy and paste the response as your answer).

Engage with AI responsibly and ethically
Engage with AI technologies responsibly, critically evaluate AI-generated outputs, and consider potential biases, limitations, and ethical implications in your analysis and discussions. Use AI technologies ethically, respecting privacy, confidentiality, and intellectual property rights. Ensure that data used for AI applications are obtained and shared responsibly and follow relevant regulations.

You are 100% responsible for your final product
You are the expert. If the AI makes a mistake, and you use it, it’s your mistake. If you don’t know whether a statement about a fact is true in the context it’s true, then your responsibility is to research it. If you cannot verify a factual, you should delete it. You take full responsibility for AI-generated content and if you had produced the material yourself. This means ideas must be attributed, facts are true, and sources must be verified.

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.

These guidelines are in effect unless your instructor gives you specific guidelines
It is your responsibility to ensure you are following the correct guidelines for assignments and exams.

Confidential or personal data should not be entered into generative AI tools
Putting confidential or personal data (e.g., your name, exact date of birth) into these tools exposes you and others to the loss of important information. Therefore, do not do so.

We want to remind everyone that improper use of AI could result in an academic violation. As you work with AI, keep this checklist in mind to help you catch potential issues and avoid problems.
There are specific expectations for how you/we will leverage generative AI tools in this course (further details in syllabus)

Usage Philosophy:

• AI should help you think. Not think for you
• Engage with AI Responsibly and Ethically
• You are 100% responsible for your final product
• The Use of AI must be open and documented
• These guidelines apply unless I give your specific guidelines for an assignment
• Data that is confidential or personal should not be entered into AI tools

Sourcing Use of Generative AI

• Verification for accuracy – you MUST document what you did to validate all facts, quotes and logic
• Attribution
  • You must independently VALIDATE the source of the data or not include it in your submission
  • You will attest to how generative AI was used on every submission using the standard template
Each submission (individual or team) must include documentation (template in syllabus) of how you leveraged AI.

**Option 1:** I/we attest that this submission did not use AI in its development or in the creation of any of its components.

**Option 2:** I attest that this project made use of AI in the following ways.

<table>
<thead>
<tr>
<th>Usage</th>
<th>Tool Used (e.g., ChatGPT-4)</th>
<th>How you edited the output, if at all</th>
<th>Conversation Link (If available)</th>
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<tbody>
<tr>
<td>Topic selection</td>
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<td>Brainstorming and idea generation</td>
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<td>Research</td>
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<td>Source valuation</td>
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<td>Outlining/planning</td>
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<td>Media creation</td>
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<td>Other</td>
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*Note that such attribution is not a valid source for facts, only for the output itself.*