Guideline for Ethical Use of AI

1. **Purpose**: The use of AI in educational processes aims to ensure ethics, academic integrity, and inclusivity. This approach enhances the overall learning experience for both students and teachers.

2. **Personal Work**: Students can utilize AI for research, planning, and writing checks in project assignments by checking the reliability of the source. It encourages independent thinking while still benefiting from technological advancements.

3. **Portfolio Development**: AI writing tools provide guidance for improving students' grammar and writing skills, but it's essential for them to develop original thoughts. By focusing on their own ideas, students can enhance their writing abilities more effectively.

4. **Exam Preparation**: Instructors can benefit from AI when preparing exams, but they must specify which questions involved its use. This transparency fosters trust and understanding between educators and students.

5. **Transparency**: The use of AI should be clearly communicated to students and staff, providing information about how these processes work. Open dialogue about AI implementation can alleviate concerns and promote collaboration.

6. **Accountability**: Responsibilities for the use and oversight of AI systems must be clearly defined. Establishing clear guidelines ensures that all stakeholders understand their roles and obligations.

7. **Academic Integrity**: Students and instructors should inform each other about AI usage and utilize necessary software to prevent plagiarism. This proactive approach supports a culture of honesty and ethical scholarship.

8. **Inclusivity**: AI technologies should be designed to be accessible to all students, ensuring equal access. By prioritizing accessibility, institutions can foster a more diverse and equitable learning environment.

9. **Continuous Monitoring**: AI usage should be regularly audited, and feedback mechanisms should be established. This ongoing evaluation helps identify areas for improvement and promotes effective use of technology.

10. **AI Literacy**: Training should be provided for all stakeholders on the capabilities and ethical use of AI. Increased literacy empowers everyone to utilize AI responsibly and effectively.

11. **Usage Levels**: The use of AI in education should be defined across four levels: minimal, limited, open, and integrated. This framework allows educators to tailor AI usage based on specific learning goals and contexts.

12. **Restrictions for Direct AI Usage**: It is not appropriate to use produced content directly without citing its source. Upholding this principle reinforces the importance of academic integrity and respect for intellectual property.

Ethical use of AI is crucial to prevent overreliance. However, there are some considerations:

- ✓ **Balance is Key**: While AI can enhance learning, it's important that educators encourage students to engage in critical thinking and original work alongside AI assistance.

- ✓ **Clear Guidelines**: Establishing clear boundaries on how and when to use AI can help prevent overuse. Guidelines can ensure students understand AI as a tool, not a replacement for their efforts.

- ✓ **Encouraging Creativity**: If students rely too heavily on AI for creative tasks, it might hinder their ability to develop unique ideas and personal writing styles. Encouraging them to use AI for specific functions rather than as a crutch is essential.

- ✓ **Monitoring and Feedback**: Continuous assessment of AI usage in classrooms, along with student feedback, can help educators adjust their approaches and mitigate the risk of overuse.

- ✓ **Educational Objectives**: Focusing on educational goals rather than just efficiency can guide AI usage in a way that enhances learning outcomes without replacing fundamental skills.