

# Student Guidelines for the Ethical Use of Artificial Intelligence (AI)<sup>1</sup>

The California State University (CSU) is committed to promoting the ethical and responsible use of Artificial Intelligence (AI)<sup>2</sup> in education. As AI technology continues to evolve, it presents both opportunities and challenges, including concerns about fairness, privacy, and potential biases. The CSU encourages students and faculty to explore AI thoughtfully, maximizing its benefits while being mindful of its risks. While AI tools can support learning and research, they must be used responsibly and in alignment with academic integrity standards.<sup>3</sup>

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*Students should be aware that faculty make the final decisions regarding the use of AI in their courses. Some faculty may embrace its use while others have the right to forbid it. In order to know what is appropriate for a course, students must always consult their instructors to understand specific AI usage policies. Additionally, all students are expected to follow the general AI usage guidelines outlined in this document to ensure compliance with institutional policies and uphold academic integrity.*

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## Guiding Principles Regarding the Use of AI

### Ethical Use

- AI tools should be used to enhance your learning, creativity, and skill development, serving as a support rather than a substitute for personal effort, critical thinking, and original contributions. Use AI thoughtfully to complement, not replace, individual engagement and responsibility.
- Always review relevant course guidelines and consult your instructor to ensure you are using AI appropriately and in alignment with course expectations, and to make sure that use of AI is permitted in the course.

### Integrity

- Academic integrity requires that AI tools be used in ways that support independent learning and does not circumvent academic responsibilities.
- AI generated content must be properly cited, clearly disclosed, and used in accordance with university policies, so that honesty, trust, and accountability are maintained in your work.

### Transparency

- You are expected to be open and clear about your use of AI tools in academic work. Always disclose how AI was used and follow any university policies and specific course guidelines.
- Transparent use also includes recognizing AI's potential limitations or biases and communicating them to maintain academic integrity.

### Accountability

- You are ultimately responsible for the quality, originality, and integrity of your work, regardless of AI assistance.
- AI generated content may contain inaccuracies, outdated information, or biases. It is your responsibility to critically evaluate, verify, and refine any AI assisted output to ensure it reflects your own learning and critical thinking.

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<sup>1</sup> Portions of this work were assisted by ChatGPT, a language model developed by OpenAI

<sup>2</sup> <https://genai.calstate.edu/ai-tools>

<sup>3</sup> [CSU Ethical and Responsible Use of AI](#)

## Fairness

- AI tools should support your learning and enhance understanding, not to gain an unfair advantage or replace collaboration.
- You must not use AI to deceive, fabricate data, or manipulate information. Fair use respects honesty and collaboration.

## Privacy and Security

- Use AI tools responsibly to protect privacy, confidentiality, and intellectual property. You should not input or share personal, confidential, sensitive data, or intellectual property when using AI tools.
- Your use of AI must align with institutional policies on information security, privacy, and academic integrity always.

Please contact [AICommittee@mail.fresnostate.edu](mailto:AICommittee@mail.fresnostate.edu) if you have any questions.

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## AI Use Guidelines for Students

Faculty across all academic disciplines are exploring how artificial intelligence (AI) tools can improve learning, encourage creativity, and build skills. They also recognize the risks, such as over-reliance on AI, reduced critical thinking, and academic integrity issues. As AI becomes more common in education, it is important to balance its benefits with its limitations. These guidelines reflect shared learning community values to guide ethical AI practices in classrooms.

### Adhere to University Policies on AI Use

- All use of AI tools must comply with existing university standards, policies, and guidelines. Misuse of AI, such as using it in ways that violate academic integrity or institutional policies, may result in academic misconduct penalties.
- It is the responsibility of each student to be familiar with and follow the university's overall expectations regarding ethical technology use.

### Review the Syllabus for AI Use in Courses

- Each course may have its own rules and expectations regarding AI usage, set by the instructor. Students should carefully read the syllabus and course materials to understand these guidelines
- If any questions arise about appropriate AI use in a specific course, students are expected to consult their instructor. Course-specific norms are shaped by the unique learning goals and ethical standards of each classroom.

### Use AI Tools to Support Learning, Not Replace It

- When permitted by your instructor, AI tools can be used like a tutor to assist with tasks such as brainstorming ideas, clarifying concepts, summarizing information, or generating writing prompts.
- AI tools should not replace active engagement with course material or be used to complete assignments without demonstrating independent learning, critical thinking, problem solving and personal effort.

### Properly Acknowledge AI Generated Content

- Any content produced with the help of AI tools must be clearly acknowledged and not submitted as your original work without proper citation.

- Always follow institutional policies on academic integrity and plagiarism, and ensure you fully understand and correctly attribute any AI generated material used in your work.

## Be Mindful of AI Biases

- AI is imperfect and can have biases. Being aware of these potential biases is essential. Always apply critical thinking and independent judgment when interpreting AI outputs, and cross-check information as needed.
- AI biases can come from different sources, including:
  - **Training Data** – AI is trained from a massive amount of information, which may include human opinions, cultural perspectives, and biases, influencing its outputs.
  - **Processing Methods** – AI processes patterns in data, which may introduce bias by prioritizing ideas or perspectives based on the most frequent patterns it detects.
  - **User Input** – The way questions are asked or the details provided can shape AI responses in ways that might reinforce existing biases.