



Student guidelines for use of generative artificial intelligence in learning and assessment

Introduction

At North Metropolitan TAFE (NMTAFE), we value the importance of supporting students in adopting responsible practices in the use of emerging technology, including generative AI (GenAI).

GenAI is a type of artificial intelligence that can create new content, such as text, images, code and music, by learning patterns from existing data. Example applications include Copilot, ChatGPT, Gemini and DALL-E.

The following guidelines will help you learn more about appropriate uses of GenAI at NMTAFE.

Guidelines

1. **Follow terms and conditions:** prior to using a GenAI application, make sure you carefully read and abide by the application's terms and conditions, including stated age restrictions.
2. **Assess the application:** before using a GenAI application, think about the benefits and risks. Does the application fit your purpose based on the learning or assessment requirements?
3. **Follow policies:** make sure you follow NMTAFE's policies, including the [Information Services Acceptable Use Policy \(Student\)](#).
4. **Guidance on use:** your lecturer will advise you when you can and cannot use GenAI. Always check with them if you are unsure.

If you are permitted to use GenAI in an assessment task, follow the given parameters and referencing requirements. This should be clearly stated in your assessment instructions.

5. **Protect personal information:** never enter sensitive or personal information about yourself or others into GenAI applications. Remember, any data you enter, including intellectual property (IP) might be retained and used by the AI application, so be careful with what information you share.
6. **Acknowledge GenAI use:** if you use GenAI to create content, attribute the source of information by stating the AI tool used, date accessed and web address of the AI tool. For examples and further information, please access [NMTAFE library](#) resources.

7. **Evaluate content:** always check and edit the content generated by AI to ensure it is accurate and free from bias. You are responsible for the final product.
8. **Develop AI literacy:** learn how to use GenAI effectively and responsibly. Understand its capabilities, limitations, and applications. Access the resources available at the [NMTAFE library](#) to support your use and understanding of GenAI.
9. **Study usage:** GenAI can be useful study tool to help you in:
 - gathering information as part of your research
 - breaking down complex topics into simpler terms to help with understanding
 - proofreading your work
 - organising and categorising your study notes

Remember, always check content generated by GenAI and check with your lecturer regarding the acceptable parameters of use.

10. **Academic misconduct and inappropriate use:** know what is considered as academic misconduct regarding the use of GenAI, including use for cheating, plagiarism and uploading of assessments to systems with the intention of sharing with others, as per the [Student Code of Conduct](#). If unsure, always check with your lecturer.

You may not use GenAI to create content that is disrespectful or offensive.

Learn more

Learn more about GenAI from the NMTAFE library site:

[Assessment Help: Generative AI](#)

[APA Referencing Guide: Generative AI](#)