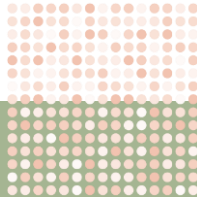




GLION SELF-HELP SERIES

Learning Support



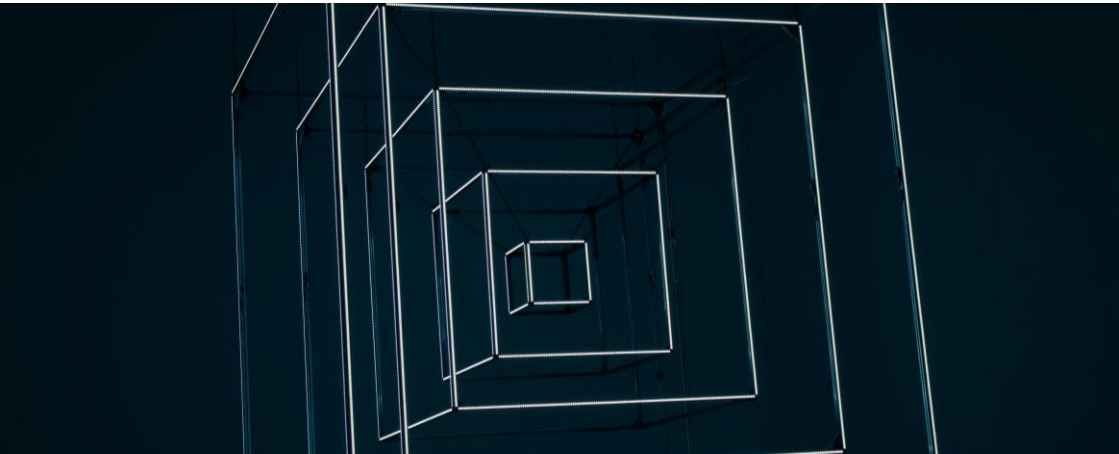
How to use AI ethically



Artificial Intelligence (AI) tools — such as ChatGPT, Grammarly, or image generators — can support your learning, writing, and research.

But using AI without care can lead to plagiarism, misinformation, or academic integrity violations.

Ethical use means using AI as a learning tool, not a shortcut.



What does “using AI ethically” mean?

Ethical AI use means:

- Being transparent about when and how you use AI
- Ensuring the work you submit is your own
- Using AI to support thinking, not replace it
- Avoiding harmful, biased, or misleading outputs
- Respecting copyright, privacy, and institutional policies

You are responsible for everything you submit — even if AI helped you.



Why ethical AI use matters?

- Protects academic integrity
- Helps you learn the skills you're meant to develop
- Ensures fairness for all students
- Prevents misinformation
- Builds digital literacy for your future career
- Avoids disciplinary consequences





Step-by-step: how to use AI ethically

1 Always start with your own thinking

Before using AI, ask:

- What do I already know?
- What am I trying to understand or solve?

Use AI as a tool to explore ideas, not to replace your own analysis.





2 Use AI for the right tasks

AI can ethically support you with:

- Brainstorming ideas
- Understanding instructions
- Exploring alternative explanations
- Clarifying concepts
- Practicing writing or generating examples
- Creating study plans or summaries of your own notes
- Improving grammar or clarity
- Finding keywords for database searches

AI should **not** be used to:

- Write your assignment for you
- Generate essays and submit them as your own
- Fabricate citations or fake references
- Avoid reading articles or course materials
- Complete exam or assessment tasks designed to measure your learning

RIGHT ➔

➔ **WRONG**

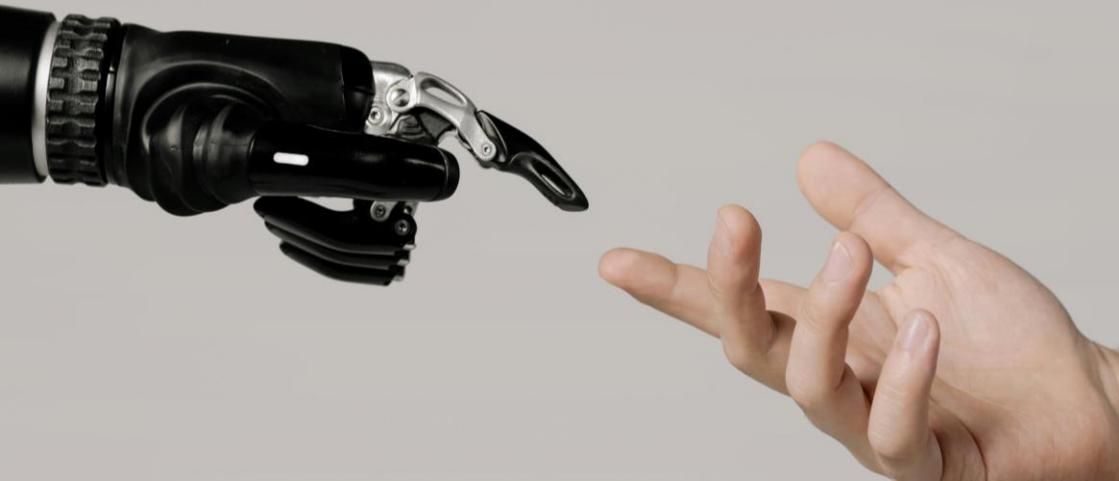


3 Make sure your work remains your own

Your assignment should demonstrate your:

- Critical thinking
- Understanding
- Interpretation of sources
- Voice and perspective

AI can inspire you — but you must rewrite, critique, revise, and shape the ideas yourself.



4 Check accuracy and bias

AI can make mistakes. Always verify:

- Facts
- Statistics
- References
- Quotes
- Definitions

Also check for bias, stereotypes, or oversimplifications — AI is trained on imperfect data.

If you cannot understand or explain the output, you cannot ethically use it.



5 Respect privacy and copyright

- Do not upload personal data (yours or others')
- Do not use confidential or workplace information
- Avoid sharing copyrighted texts (full articles, book chapters)
- Do not use AI images that imitate real people without permission

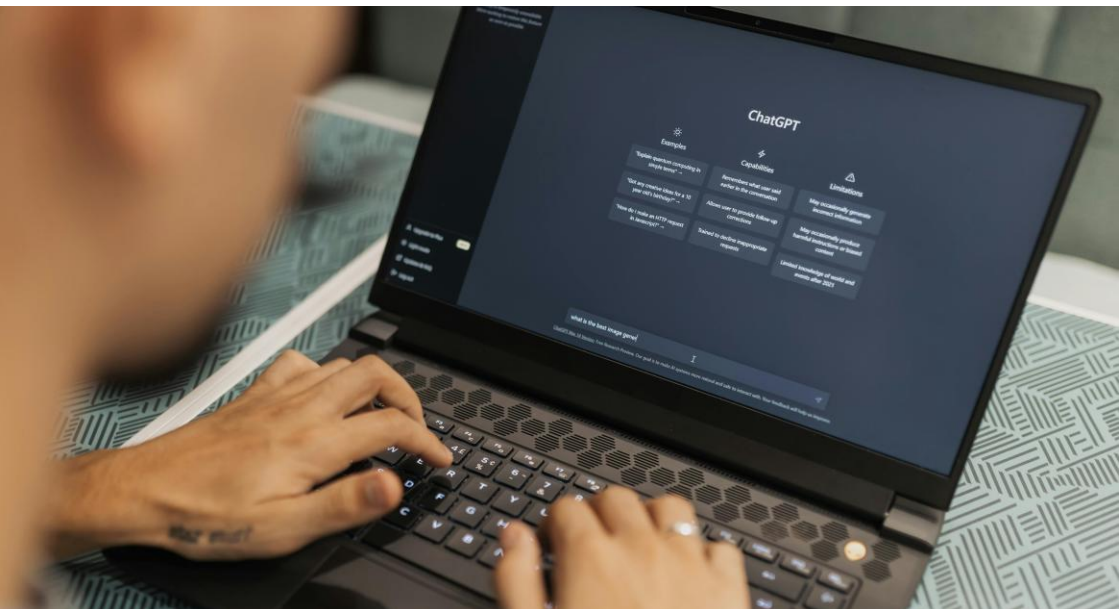
4 Cite AI when appropriate

If your institution requires or encourages it, acknowledge AI use.

Example:

ChatGPT (OpenAI, 2025) was used to generate examples and brainstorm ideas during the planning stage. The final analysis and writing are my own.

Follow your school's recommended citation rules.





Example of ethical AI use (assignment scenario)

Task:

Write a literature review on guest satisfaction in hotels.

Unethical AI use:

- *Asking AI to write the literature review*
- *Using AI-generated citations (often inaccurate or fabricated)*
- *Copy-pasting paragraphs into your assignment*
- *Asking AI to read and summarise full copyrighted articles*

Ethical AI use:

- *Ask AI to explain “service quality dimensions”*
- *Ask for help generating keywords for database searches*
- *Ask it to summarise your own notes*
- *Use it to check grammar*





Tips & Tricks

Use AI early in the process, not at the end

Keep a record of how you used AI for transparency

Compare AI output with real sources

Use your library databases for trustworthy articles

Avoid over-relying on AI for thinking or structure

Ask your lecturer if you're unsure — policies vary



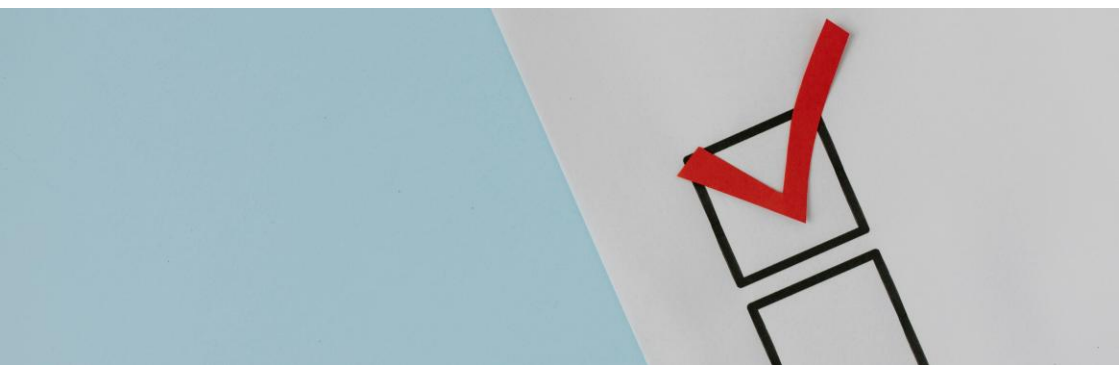
More information here:

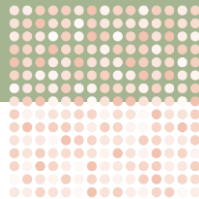




AI use checklist

Ethical practice	Done
I generated my own ideas before using AI	<input type="checkbox"/>
I used AI only for support tasks (not full writing)	<input type="checkbox"/>
I checked all facts and references	<input type="checkbox"/>
I rewrote ideas into my own voice	<input type="checkbox"/>
I didn't upload sensitive or copyrighted materials	<input type="checkbox"/>
I cited AI if required	<input type="checkbox"/>
My submitted work reflects <i>my</i> understanding	<input type="checkbox"/>





Contact us

THE LEARNING SUPPORT TEAM

learningsupport@glion.edu

THE LIBRARY & INFORMATION SERVICES TEAM

library@glion.edu