Checklist for Using AI Responsibly and Effectively

Academic Integrity

[ ] I understand my college's AI use policy and academic honesty rules.

[ ] I do not use AI to complete entire assignments if that's against the rules.

[ ] I always cite AI tools when they assist me (e.g., "Assisted by ChatGPT, July 2025").

[ ] I review AI-generated content to ensure it's accurate, relevant, and my own work.

Using AI for Learning (Not Cheating)

[ ] I use AI to clarify concepts, not to copy answers.

[ ] I ask AI for summaries, definitions, and explanations to build my understanding.

[ ] I use AI to practice (e.g., quiz me on history facts, explain math problems).

[ ] I use AI as a writing assistant for brainstorming, outlining, or grammar checking.

Writing and Research Support

[ ] I generate ideas or outlines with AI, then write in my own voice.

[ ] I fact-check AI responses using reliable sources (AI can make mistakes!).

[ ] I do not cite AI as a primary source in academic research papers.

[ ] I use tools like Grammarly or ChatGPT to polish drafts, not to fully rewrite them.

Effective Prompts and Questions

[ ] I ask clear, specific questions to get better results.

[ ] I refine my prompts to go deeper (e.g., "Explain photosynthesis like I'm 12").

[ ] I ask AI to give me multiple viewpoints, especially for discussion papers.

Privacy and Safety

[ ] I do not enter private information (e.g., student ID, passwords) into AI tools.

[ ] I'm cautious with AI tools that ask me to log in or connect to school systems.

[ ] I know that free tools may collect data-use trusted sources when possible.

Smart Time Management

[ ] I use AI to break tasks into steps and set study schedules.

[ ] I ask AI for tips on productivity, studying, and time management.

[ ] I don't let AI distract me-it's a tool, not a replacement for real effort.