

AI Policy (College wide) enhanced version 2

General Policy

The College supports the responsible and ethical use of generative artificial intelligence (GenAI) tools by students in their coursework. Students need to understand the appropriate use of GenAI tools in coursework and the implications of their use. Using GenAI tools to produce coursework without proper citation or referencing is considered plagiarism, which is contrary to the College's policy on academic honesty. Improper use of GenAI tools in coursework falls under plagiarism regulations and may result in academic penalties.

There are important considerations to keep in mind when using these tools, including information security and data privacy, compliance, copyright, and academic integrity. Any such use must be appropriately acknowledged and cited. It is the responsibility of each student to assess the validity and applicability of any GenAI output that is submitted as part of their coursework.

Students' Responsibilities

Students are required to:

- a) declare full responsibility for the AI-generated content.
- b) acknowledge the extent of the use of GenAI tools.
- c) cite, clearly and properly, the AI-generated content using the specific guidelines of the adapted citation standard/protocol.
- d) show understanding of the AI-generated content which may be different with the same prompt at different times. It is necessary to include part, if not all of the AI-generated content as supporting information. In general, a permalink can be obtained for pointing to the AI-generated content with a specific prompt at a specific time. It is recommended to include such a permalink as supporting information in the citation.

Due to the complexity of learning objectives in different programmes / courses, more requirements may be applied on top of the above. Students are advised to obtain the specific information, which are usually available in the Course Progression Document, from the course lecturer in-charge by submitting any assignments.

Citation Example

Here is an example of how to cite ChatGPT in APA Style (7th ed.):

When prompted with "Is the left brain right brain divide real or a metaphor?" the ChatGPT-generated text indicated that although the two brain hemispheres are somewhat specialized, "the notation that people can be characterized as 'left-brained' or 'right-brained' is considered to be an oversimplification and a popular myth" (OpenAI, 2023).

Reference: OpenAI. (2023). ChatGPT (Mar 14 version) [Large language model]. <https://chat.openai.com/chat>

Ethical Principles for GenAI Usage in Professional Settings

Students must keep in mind core principles relating to the ethical use of GenAI in their future professional field.

- a) Responsibility: Students are fully responsible for the accuracy and ethical implications of any AI-generated content they use. Students must be able to critically evaluate AI output for bias, relevance, and potential harm to clients.
- b) Human Oversight, Accountability, and Safety: GenAI tools must never be used to draft clinical notes, assessments, or communications that require professional judgment, empathy, or a human therapeutic relationship. AI is a tool, not a replacement for professional judgment. GenAI errors and failures could have serious safety implications. The final responsibility for any action or decision rests with the human practitioner.
- c) Fairness, Diversity and Inclusion: Students must audit AI tools for bias against clients belonging to a vulnerable group, such as based on race, gender, disability, or socioeconomic status.
- d) Data Privacy and Confidentiality: Students must not enter client-identifiable information into public GenAI tools. Students must understand that doing so is a potential breach of confidentiality, data protection laws, and agency policies.
- e) Lawfulness and Compliance: Students should always act in accordance with the relevant law and regulations.

Library Resources

Students are encouraged to consult the GCC Library page on AI Literacy, which provides extensive resources on GenAI (<https://library.gratia.edu.hk/ai-literacy/>).

Guidance for Course Instructors

Course instructors are strongly encouraged to effectively communicate their expectations and provide explicit guidance regarding the appropriate use and potential misuse of GenAI tools in coursework. Sample language statements may include:

- a) Clarifying the extent to which and on which assignments students may use GenAI tools.
- b) Explicitly stating that using GenAI tools to substantially complete an assignment is not allowed.
- c) If students are not sure whether it is appropriate to use GenAI tools for a particular task, they should not hesitate to ask their course instructors.
- d) It is better to be safe and avoid any potential issues with academic honesty.
- e) If students have used any GenAI tool in their coursework, they should explain what they have used it for and what prompts they have used to get the results.

If students have used any GenAI tool in their research, they should describe how they have used it in the Methodology section or a comparable section of their research papers.