AdZU Guidelines on Responsible Use of Artificial Intelligence (AI) for Teaching and Learning

I. Preamble

This document outlines the guidelines for the responsible integration and utilization of Artificial Intelligence (AI) tools across all academic units of Ateneo de Zamboanga University, encompassing Basic Education through Professional Units. The University is committed to fostering AI literacy, upholding academic integrity, and preparing its students for a future increasingly shaped by AI technologies.

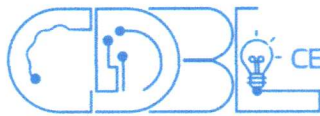## II. Guidelines for Students: Responsible AI Usage

The University encourages students to explore AI tools as supplementary learning aids, while emphasizing that all submitted academic work must fundamentally reflect original thought and effort.

A. Permitted AI Use: Idea Generation & Learning Enhancement

It is imperative that AI serves to support and enhance learning, rather than to replace original thinking or effort.

Students may utilize AI tools primarily for the following purposes:

- **Brainstorming and Ideation:** To generate preliminary ideas, outlines, or concepts for assignments.

- **Conceptual Exploration:** To summarize complex texts for enhanced comprehension or to generate examples for deeper understanding.

- **Language & Editing Assistance:** For improving grammar, spelling, or clarity. Students are required to serve as the final editor and bear full responsibility for the content.

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B. Conditions for AI Tool Utilization

Teachers have the autonomy to permit and design specific class activities that utilize AI tools. In all other instances, students are not permitted to use AI until they have demonstrated competency in the topic, as determined by the teacher based on the subject's intended learning outcomes. The use of AI is intended to augment skill development and learning, not to compromise the mastery of core competencies.

C. Limitations on AI Assistance in Final Outputs

All submitted academic work must predominantly showcase the student's original thought, analysis, and expression. Should AI be employed, the student's intellectual contribution must be distinctly evident. Specific courses may impose limits, such as "Zero or no more than 10% of an assignment should be created with AI," when explicitly permitted by the instructor. Students remain ultimately responsible for the accuracy, validity, and originality of all submitted work, regardless of AI involvement.

D. Academic Integrity: Plagiarism & Cheating

Unauthorized use of AI, including the submission of AI-generated content as original work without proper declaration, or the use of AI to complete assignments or examinations where prohibited, shall constitute academic misconduct (plagiarism or cheating) as defined in the existing university student handbook.
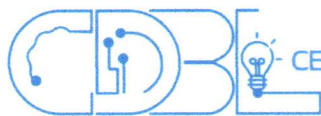
- **Plagiarism:** Presenting AI-generated work as one's own without explicit declaration and substantial intellectual contribution.
- **Cheating:** Employing AI tools to obtain an unfair advantage on assignments or examinations where AI use is forbidden.

The University acknowledges the potential for inaccuracies and false positives from AI detection tools. Decisions regarding academic integrity violations will be predicated upon a comprehensive review of evidence, including the student's declaration and instructor observations, rather than solely relying on AI detection software.

E. Transparency & Declaration Requirements

Students are mandated to declare the use of any AI tools in their academic work, regardless of the extent or purpose of their use. This declaration promotes clarity and accountability. The AdZU AI Declaration Form must accompany all submitted outputs.

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AdZU AI Declaration Form

Complete Name:	Course and Year:
Subject and Section:	Subject Teacher:
Date of Submission:	School Year:
Activity Name:	

_____ I did not utilize any AI tools and/or AI powered digital tools in creating this output.

_____ I utilized an AI tool and/or AI powered digital tools in creating my output. Below are the details:

AI Tool Name & Link	Purpose of Use	Exact Prompts Used (If Applicable)	Utilization of Output
Insert the specific name of the AI tool used and its URL.	*Explain what the AI tool was used for (e.g., brainstorming, outlining, editing).*	*The precise text of the prompts or queries submitted to the AI tool.*	*Describe how the AI's output was used, modified, or integrated into your work.*
Example: Claude [claude.ai]	Example: To help me evaluate my essay outline.	Example: "Provide questions I should ask myself when evaluating my essay draft outline."	Example: I used the output at the initial stage of the assessment task to help plan my essay.

I attest that all information provided in this form is true and accurate. I have carefully complied with AdZU's AI Use Policy.

_____
Signature over printed name

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III.   Guidelines for Faculty: Integrating AI into Teaching

Educators play an essential role in guiding students through the appropriate use of AI. This guideline grants faculty the autonomy to strategically integrate AI into their pedagogical practices, ensuring they are promoting responsible AI use rather than simply policing it.

A. Instructor Autonomy: Identifying AI-Permitted Activities

Faculty members are empowered to clearly articulate their specific AI usage policies for their courses within their syllabi and assignment guidelines. These policies must be aligned with the university's overarching guidelines and their department-specific AI use guidelines. This communication must explicitly define when, how, and for what purposes AI tools are permitted or prohibited for each academic activity or assessment.

Students are prohibited from using AI tools until they have demonstrated competency in the subject matter; AI tools should augment learning and skill development, not compromise core competencies.

Examples of instructor-designated AI use, with clear guidelines, include but not limited to:

- **In-Class Activities/Ungraded Exercises:** Utilizing AI for brainstorming or preliminary drafting.
- **Scaffolded Assignments:** Permitting AI to generate initial components that students are subsequently required to critically revise and integrate with their original work.
- **Administrative Support:** Leveraging AI for tasks such as drafting lesson plans or generating worksheets, thereby optimizing time for more complex instructional responsibilities.

B. Fostering AI Literacy & Critical Evaluation

Faculty are encouraged to actively guide students on the critical evaluation of AI-generated content, including the identification of biases, inaccuracies, and limitations. Discussions on the ethical implications of AI (e.g., data privacy, bias, intellectual property, misinformation) should be incorporated to cultivate ethical reasoning skills. Assignments should be designed to require human creativity, critical thinking, personal insights, or real-world application, areas where AI typically exhibits limitations.

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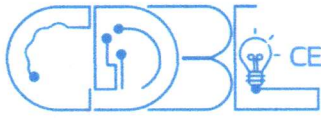## C. Transparency in Learning Material Creation

In the interest of promoting transparency and modeling responsible AI use, faculty members are required to cite properly any AI tools or AI-powered services used to assist in creating learning materials. This practice helps to normalize the appropriate use of AI as a pedagogical tool and fosters open dialogue about its role in education.

IV.   Guidelines for Academic Units and Department

Each academic unit or department within Ateneo de Zamboanga University is encouraged to develop its own specific AI Use Guidelines according to its context. These unit-level guidelines must be in consonance with the overarching AdZU Guidelines on Responsible Use of Artificial Intelligence (AI) for Teaching and Learning, ensuring they promote responsible AI use as a pedagogical tool and avoid an overemphasis on policing its use.

The primary objectives of these unit and/or department specific AI Guidelines is to include, but are not limited to, the following:

- To ensure that AI tools are effectively utilized for enhancing the teaching and learning experience of their students.
- To ensure that all learning materials produced using AI tools adhere to the standards of the University.
- To ensure that transparency in the use of AI tools is promoted among students and faculty.
- To ensure that any information derived from AI tools is thoroughly validated before its incorporation into classroom instruction.

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V.   Ethical Considerations & Safeguards

The University is dedicated to the responsible integration of AI, addressing key ethical concerns:

- **Data Privacy & Security:** Awareness of risks associated with AI tool usage, including privacy breaches and potential loss of intellectual property, is paramount. Personal, confidential, or sensitive university data must not be input into public AI models. Faculty and students should review the privacy policies of AI tools and utilize opt-out options where appropriate.
- **Bias & Equity:** AI systems can perpetuate societal biases. Both students and faculty must be educated to critically evaluate AI outputs for biases and to ensure equitable access to AI resources for all students.
- **Human Element:** AI is a tool intended to augment, not to replace, the indispensable role of human educators and the essential teacher-student relationship. Empathy, mentorship, and critical dialogue remain central to a holistic educational experience.
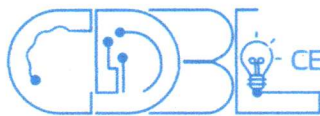
VI.   Professional Development & Support

The University is committed to providing ongoing professional development opportunities to equip educators with the requisite knowledge and skills for effectively integrating AI into teaching and navigating its ethical implications.

VII.   Implementation & Review of the Guidelines

This guideline is a dynamic document, subject to regular review and revision to adapt to the rapid evolution of AI technology. The University will ensure clear communication, consistent application, and continuous assessment, including feedback from students and educators, to maintain the policy's relevance and effectiveness.

This guideline is effective immediately upon approval by the reviewers and when duly signed by the authorized signatories of this document.

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VIII. Reviewed and Approved

The AdZU Guidelines on Responsible Use of Artificial Intelligence (AI) for Teaching and Learning have been reviewed and approved to guide the university's academic units in the purposeful integration of AI tools. The signatories below attest to the guideline's alignment with the university's educational mission and its strategic direction for fostering innovative, responsible, and effective learning experiences in the age of artificial intelligence.
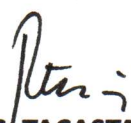
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