Guidelines for Using Generative AI in Classwork and Learning Activities (For Students)

In recent years, Generative AI technology has been evolving rapidly, producing innovative results in various fields such as automatic text generation and the creation of images and audio. These technologies hold great potential in educational settings and are being utilized in various situations, such as learning support, material creation, and operational efficiency.

A university is a place for pursuing scholarship and exploring the truth. In a society overflowing with diverse information, students are required to think for themselves about what they want to learn and research, and to make judgments in collaboration with others. Based on this, Ritsumeikan University published "Regarding the Use of Generative Artificial Intelligence (AI) (April 25, 2023, Division of Academic Affairs)" to confirm our commitment to fostering AI literacy and developing students as proactive, lifelong learners who can appropriately utilize new technologies.

These guidelines serve as a guide for the use of Generative AI in classes and other learning activities at the university in an era where Generative AI continues to develop and become widespread.

When used appropriately, Generative AI can help deepen your understanding, organize and develop your thoughts, and expand your range of expression. Ritsumeikan University emphasizes fostering the ability to proactively use Generative AI as a "learning partner" to think for yourself and deepen your learning.

We will review these guidelines periodically in light of future developments in Generative AI. We ask that you also check the guidelines from time to time to ensure you are using the technology appropriately.

## 1. Check the Policy for Each Course

Please confirm the policy regarding the use of Generative AI for each course by

checking the syllabus, attending the first class, etc.

Policies on the use of Generative AI vary depending on the academic field, as well as the learning objectives and characteristics of the subject. Furthermore, the guidelines for AI use for specific assignments within a class may differ from what is stated in the syllabus. If you have any concerns or points that you do not fully understand from the instructor's explanation, be sure to ask the instructor and clarify your doubts. In particular, regarding specific methods for citing sources when using outputs from Generative AI as evidence, please follow the conventions of each academic field and the instructions of the instructor in charge.

For example, the table below shows an example of a policy for the use of Generative AI in essay assignments. If the instructor permits Levels 2 and 3, you may utilize Generative AI within that scope.

| Level | Policy | Description |
|---|---|---|
| 1 | Use prohibited | - Generative AI must not be used at any stage of the writing process: preparation, planning, drafting, or proofreading.<br>- All writing must be done solely based on the author's own knowledge, understanding, and skills. |
| 2 | Use for generating and organizing ideas | - At the planning stage of writing, generative AI may be used for idea generation, considering structure, brainstorming, and developing thoughts.<br>- AI-generated content must not be included in the submitted work. |
| 3 | Use for proofreading and revising text | - At the proofreading stage, generative AI may be used to check for typographical errors, correct grammar, and rewrite text into more appropriate wording.<br>- New content generated by AI must not be added to the substance of the writing.<br>- At the end of the work, clearly state that AI was used for proofreading. It is also desirable to attach the pre-proofreading version separately. |
| 4 | Use in writing with self-verification | - For factual statements, generative AI outputs may be used, but the discussion and analysis must be done by the author.<br>- AI may be used to construct the structure of the argument, but the author must cite supporting evidence from other scholarly sources on their own.<br>- If AI-generated content is used as evidence, it must be clearly |

| | | indicated as a source. |
|---|---|---|
| 5 | Creative use | - Generative AI outputs may be used at all stages of the writing process.<br>- The use of generative AI is encouraged as a means for producing highly creative writing that has not existed before through collaboration between the author and generative AI.<br>- There is no need to specify which parts of the writing were produced using generative AI. |

(Reference 4: Based on Perkins et al., 2024)


## 2. Always Verify the Output and Take Final Responsibility Yourself

Generative AI may output text that mixes content from various sources or produces plausible-sounding lies (hallucinations). If using content output by Generative AI results in making incorrect claims or reporting false achievements, the responsibility lies not with the AI, but with you as the user.

When utilizing Generative AI in learning activities, use it as an opportunity to learn study methods based on academic knowledge, such as cross-referencing generated content with academic literature. Use it as an opportunity to acquire the ability to verify generated content against academic literature (fact-checking), the ability to use Generative AI critically, and academic integrity.

Furthermore, in many classes, you are required to be transparent about the process of using Generative AI. Falsely claiming that you did not use Generative AI when you actually did so during the learning process can significantly damage the relationship of trust with your instructor. Please keep the following points in mind when using it:

- **Report the process of use:** If a policy for using Generative AI has been provided by the instructor, please report how you used it. Depending on the content of the assignment, the process itself—how you utilized Generative AI and how you deepened your thinking—may be evaluated as a learning outcome. In addition, if you use, apply, or cite the generated output itself, clearly state the name of the service used and the date and time of use.

- **Save the history of use:** Most Generative AI services allow you to save history and

generate sharing links. Be sure to save your usage history (what prompts were given and what outputs were received) in case the instructor asks you to submit it.

## 3. Protect Information Security and Privacy

There is a risk that data input into Generative AI may be reused as training data by the Generative AI service providers. To prevent unintentional information leaks, understand the ethics and information security related to the use of Generative AI before using it.

• **Recommended Generative AI Environments**: In principle, when using it for education and learning, we recommend using "Microsoft 365 Copilot Chat" and "Adobe Express/Firefly" signed in with your university account (Rainbow-ID). By default, these can be used in a state where the input content is not used for training the Generative AI service.

• **Information Leaks of Confidential and Personal Information**: Information input into Generative AI may be used for responses to third parties depending on the terms of use and settings, which poses a risk of information leakage. Do not input highly confidential information, unpublished papers (graduation theses and their drafts, etc.), or research data. If you input personal information, ensure it is anonymized so that individuals cannot be identified.

• Information that should not be input into Generative AI:
  1. **Personal Information**: Information about individuals such as names, email addresses, and credit card numbers, or private information such as thoughts/beliefs, medical history, and family structure.
  2. **Confidential/Highly Sensitive Information**: Unpublished plans, data, or materials; unpublished papers (graduation theses and their drafts, etc.) or research data; and information acquired in connection with fulfilling a specific role.
  3. **Inappropriate Information**: Information that promotes discrimination or prejudice, information that is illegal or related to crime, or information that goes against ethics. Furthermore, generating content with the intention of creating something similar to existing copyrighted materials (text, charts, images, video, music, program code, etc.) constitutes copyright infringement.

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Additionally, course materials themselves are protected by copyright, and students uploading (reading) them into Generative AI may constitute an infringement of rights. Follow the instructions provided in class and ensure that your use does not exceed the scope of your personal learning objectives.

## 4. Use AI as a Learning Partner

Generative AI is a tool to enhance your capabilities, not a substitute for your own studying. To enrich your learning at the university, it is important to master the use of Generative AI proactively and advance your learning autonomously. In the future, the assessment of learning at the university will likely shift towards emphasizing the process of learning rather than just the final product. Use Generative AI as a tool for self-growth by referring to the following methods:

- **Support for Brainstorming**: Use AI for idea generation to broaden your perspective when you are looking for a theme for an essay or want to think more deeply about a theme, such as listing numerous topic ideas.
- **Checking Your Understanding**: Use AI to generate questions about course content as part of your exam preparation. Generative AI can create various types of comprehension questions, such as multiple-choice, fill-in-the-blank, or short-answer.
- **Developing Your Thinking**: After inputting your own ideas, use AI for dialogue, such as asking it to point out leaps in logic or arguments, or to provide counterarguments. You can deepen your understanding and develop your thinking through interactive use, such as inputting your own rebuttals to the output to deepen your analysis or asking for further explanations on points you may have overlooked.

## References

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4. Perkins, M., Furze, L., Roe, J., MacVaugh, J.(2024). The Artificial Intelligence Assessment Scale (AIAS): A Framework for Ethical Integration of Generative AI in Educational Assessment. Journal of University Teaching and Learning Practice, 21(6)