Basic Rules for Generative AI-Use at Champlain College

1. **Permission to Use AI for Schoolwork**

   Before using generative AI for any part of your assignment (including for research, to develop ideas, to translate texts, to edit your work, etc.), verify with your instructor whether and to what extent you are allowed to use AI for your assignment.

2. **Honest Scholarship and Citations**

   Unless your instructor explicitly says otherwise, content generated *or edited* by AI needs to be cited like any other source. If you are permitted to use generative AI on an assignment—whether to help generate ideas, to edit your text, to gather information, or for any other purpose—you must make clear in your assignment specifically how you have used generative AI. Your instructor can give you guidance on how to cite your use of generative AI in particular cases.
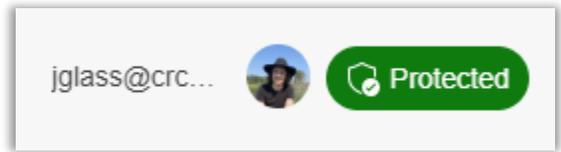
3. **Quality of Work**

   It is always up to the author (you) to verify the truth or validity of all the information collected through generative AI, whether it be: information, ideas, explanations, mathematical calculations, code, references, or suggested linguistic edits. You are responsible for verifying that the information you receive through generative AI is true or comes from a trustworthy source; and you are responsible for assuring that all the words used, and ideas presented, in your essay, report, or project express *your* thoughts and understanding. Using (and citing) false information given to you by a generative AI program may not constitute cheating, but it may constitute poor research and result in a poor grade.

4. **Information Security and Privacy**

   It is important to stay informed about privacy and information security. For the moment, Champlain College does *not* sanction the use of ChatGPT or any other

generative AI tool *except for [Microsoft Copilot](#)*. Many platforms collect personal information when users register for accounts and can retain the information that users submit in the course of using the software. It is at least possible that the information you submit into a chat program could reappear in the information received by other users.

Microsoft Copilot, however, can be safely used by logging into Microsoft with your Champlain login credentials. In this case, none of the information that you submit into the Copilot chat is retained or reused.

A logo in the top-right corner will confirm when you are logged in and your information is being protected:

5. **Champlain Brains Peer Tutors**

The role of Champlain Brains Peer Tutors is *only to help guide students in the effective and responsible use of Copilot and other software*. The Brains can offer information about technology and software, and they can give general tips on how to effectively carry out different kinds of work or projects using these tools. However, the Brains are *not responsible* for interpreting the requirements of other students' homework assignments, nor are they responsible for the work that other students submit in their courses.