

What is Generative AI?

Generative AI (GenAI) tools, such as Microsoft Copilot, ChatGPT, and Google Gemini, create text, images, code, audio, and other content in response to prompts entered by users. AI can be a valuable learning tool when used appropriately and ethically.

How can AI help me Learn?

Task	Example of what to ask	Why this is okay	What not to do with this information
Understand difficult concepts	"Explain hydration therapy in dogs"	You are using AI to help you understand.	Don't copy the explanation into an assignment
Brainstorm and explore topics	"I need to write about different cultures for my nursing course. Suggest 5 things to discuss."	AI gives you possibilities, but you make the decisions and can explain them.	Don't use AI generated ideas without understanding and developing them.
Check your understanding	"Create 5 practice questions about skin structure for beauty therapists."	You are using AI to help you with gaps in your understanding.	Don't use AI to answer questions.
Organise your ideas	"How would I organise these ideas for a rugby coaching session: fun games, management, staying safe, skills"	You are using your ideas, with AI suggesting ways you can organise things.	Don't use AI to generate the content

Remember, AI should support your learning, not replace it.

Before using AI for an assessment, ask yourself: "Is AI helping me learn, or is it doing the work for me?"

Always

- Check assessment instructions
- Follow lecturer guidance
- Use your own judgement
- Demonstrate your own understanding
- Verify information using reliable sources
- Acknowledge use of AI according to your course requirements. Check with your lecturer if you are not sure. Usually, you will need to sign a declaration.

Never assume AI output is always correct. AI tools can produce inaccurate, biased, outdated, or completely invented information, and ...

it is your responsibility to check if it is correct!



Quick guide to using AI at OP

Which AI should I use?

Information entered into public AI tools will go into the public domain. For Polytechnic assignments, we recommend **only** using Microsoft Copilot, logged in as a Polytechnic user. Do **NOT** use your Polytechnic email address in public AI tools.

You can access Copilot in Microsoft 365, or Google Copilot chat, and log in using your OP username and password. This keeps all information inside the Polytechnic. If you use AI tools other than Copilot, they are public, so **never** upload or enter any personal information about classmates, clients, or patients.

Things you need to watch for

Some tools that you may want to use in your work are AI based, and you need to use them carefully. Some things will trigger a high score on Turnitin, even if you think you have used AI responsibly.

- **Grammarly.** If you are using Grammarly, either the paid or free version, consider turning off Generative AI. In your account, go to Settings>Feature Customisation to turn it off.
- In general, the spelling and grammar check on **Microsoft Word** works well. It is usually safer to use this rather than AI tools to check grammar and spelling.
- Using paraphrasing tools on **Co-Pilot** (or any other AI tool, such as **Scribbr** and **Quillbot**). It may be useful for one or two tricky sentences, but do not use them for large amounts of your work.
- Be careful about what you ask AI to do: you need to give it clear instructions and tell it not to add or remove ideas or information. For example: 'Summarise the provided text in exactly 100 words. The summary should focus on the main arguments and be written in a neutral, objective tone.'

Before You Submit

Ask yourself:

- Can I explain this work in my own words?
- Have I checked the accuracy of the information?
- Have I acknowledged AI use as required by my lecturer?
- Does this assessment reflect my own understanding?

If the answer is **yes** to all these questions, you are very likely to be using AI responsibly and in line with Otago Polytechnic expectations.

*If you would like to learn more about AI and using it in your work, you can do the Moodle courses **AI Essentials for Tauria**, **AI Skills for Tauria** and read **Using AI tools** in Learning Support on Kāpehu. You can read our Academic Integrity Policy in the OP Policy Library on our website. Go to About> Who we are>Governance and leadership>Policies.*