# Generative AI Use Class Agreement

*This template contains sample language of a co-created classroom agreement on the use of generative AI. To collectively create this class agreement, the discussions should address and ensure that everyone:*

* *has equal access to such tools and knowledge of their benefits and limitations;*
* *understands the appropriate use of them; and*
* *is clear on policies and procedures for their use.*

**1. Purpose**

*Sample:* The purpose of this policy is to collaboratively establish guidelines for the responsible and ethical use of generative AI within our class community.

**2. Equitable Access**

* **Equity**: *Ensure that all students have equal access to generative AI tools. Factors to consider include technological accessibility, internet connectivity, device availability, and software compatibility.*

*Sample:* To ensure an inclusive learning environment with equitable access to tools and resources, we agree that all generative AI tools used should be freely available, and publicly accessible across multiple devices and software platforms. Current examples include tools such as ChatGPT, Perplexity.AI, Bing Chat and Bing Image Creator.

* **Training**: *Ensure that students can get training if needed. Decide how to provide training sessions or resources to familiarize students with generative AI tools. Are there any resources/areas within the institution to support students?*

*Sample*: To ensure that we have the necessary skills and knowledge to use generative AI tools effectively, there will be time set aside for the introduction to the use of the tools, as well as resources and links provided for us to learn more. As a community of learners, we will collectively draw upon our knowledge with these tools and support each other through …

**3. Limits and Constraints**

* **Appropriate Use**: *Define scenarios where generative AI is appropriate (e.g., creative writing, data analysis) and where it is not (e.g., academic dishonesty).*

*Sample:* We agree that generative AI will be permitted for (what are the uses) in these (what are the areas; for example, list certain assignments or identify if it’s throughout the course). When using generative AI tools, we will acknowledge their use, even if it is for generating ideas. We will properly attribute content generated by AI.

* **Data Privacy**: *Address how student-generated content will be handled, stored, and protected.*

*Sample:* We understand that it is good practice to never release personal information to generative AI tools; furthermore, we acknowledge that the use of a separate email address that is not connected with any personal information or identity is encouraged.

* **Ethical Boundaries**: *Address potential misuse or harmful content generated by AI models.*

*Sample:* We agree to always consider the impact and potential biases of AI-generated content and avoid the inclusion of harmful or inappropriate material.

**4. Responsibilities**

* **Students**: *Ensure that students understand and adhere to academic integrity policies and procedures and commit to using generative AI responsibly.*

*Sample:* We agree to adhere to VCC Academic Integrity policies and procedures. We will ensure that the final work is our own, not merely copied from an AI generator.

* **Instructors**: *Consider the practices of setting clear expectations, monitoring usage (?), addressing concerns, and providing guidance. Consider how alternatives will be provided.*

*Sample:* As instructors, we will provide clear expectations on using generative AI tools in assignments. We will commit to clarifying and addressing student concerns and questions regarding the use of generative AI tools.

* **Class Community**: *Address collaborative efforts to revisit and refine the policy as needed.*

*Sample:* We will revisit the agreement throughout the course to ensure that we all continue to have a shared understanding of expectations and policies while recognising that we hold differing personal and professional views on the use of generative AI in education.

**5. Alternatives**

* **Alternatives Always Provided**:

*Sample:* We know that we are not required to use generative AI and that alternatives will always be available.

Feel free to add your thoughts, suggestions, or concerns! Our collective input will shape this agreement into something that works for all of us. 🌟