

## Student Guide to Using AI with Academic Integrity Winona State University's College of Education

### Why This Guide Exists

Artificial intelligence tools are now a routine part of professional practice in education. As future teachers, administrators, and educational leaders, you are expected to learn how to use AI responsibly while protecting your own thinking, maintaining academic integrity, and demonstrating real understanding. Your instructors may permit, restrict, or prohibit AI use depending on course goals. This guide explains how to use AI ethically when it is allowed and how to disclose your use properly.

### What AI Is — and What It Is Not

AI tools can	AI tools cannot
<ul style="list-style-type: none"><li>• Help you brainstorm, outline, summarize, and revise work.</li><li>• Offer feedback on clarity, logic, organization, and citations.</li><li>• Generate examples or suggest alternative ways to explain ideas.</li></ul>	<ul style="list-style-type: none"><li>• Replace your thinking, judgment, or professional reasoning.</li><li>• Be used to submit machine-generated work as your own.</li><li>• Be trusted blindly; AI often produces confident but inaccurate information.</li></ul>
<i>You are always responsible for verifying. If AI is wrong, the error is yours.</i>	

### Core Expectations for Student AI Use

- ✓ **Your Brain Comes First:** Your understanding must precede AI use. You should be able to explain, defend, and revise your work without AI present.
- ✓ **Be Transparent:** Any meaningful use of AI must be disclosed. Concealing AI involvement is a violation of academic integrity.
- ✓ **Protect Privacy:** Never enter identifiable student, school, or district information into AI tools unless your instructor explicitly authorizes a FERPA-compliant system.
- ✓ **Verify Everything:** AI output must be checked against course materials and scholarly sources. Do not assume accuracy.

### Do I Need to Disclose or Cite AI?

Use this decision tree to determine how to cite or disclose the use of AI Tools?

1. **Did AI generate ideas, analysis, or prose that appear in my work?**
  - Yes → Cite AI as a source.
  - No → Continue.
2. **Did AI meaningfully support my thinking or writing process including editing rough drafts?**
  - Yes → Add a disclosure statement.
  - No → Continue.
3. **Was AI only used for mechanical or formatting tasks?**
  - Yes → No action needed.(e.g. the use of Grammarly, Word's spell checker, etc.)

Sample Student Disclosure Statement	Sample Citation Guidance
<p>The author used the generative AI tool ChatGPT to assist with language editing, organization, and refinement of this manuscript. All AI-generated suggestions were reviewed, revised, and integrated by the author, who takes full responsibility for the final content.</p> <p><i>Example from Kristin Berndt, WSU EdD Student.</i></p>	<p><b>How to Cite AI (APA 7<sup>th</sup> Ed. Example)</b></p> <p><b>Reference list:</b> OpenAI. (2025). <i>ChatGPT</i> (GPT-5.2) [Large language model]. [We recommend including the prompt text]. <a href="https://chat.openai.com/">https://chat.openai.com/</a></p> <p><b>In-text citation:</b> (OpenAI, 2025)</p> <p>For major assignments, best practice is to include a brief appendix with the prompts used so that the AI's contribution is transparent and reproducible.</p>

### Smart Ways to Use AI Without Losing Your Learning

Your instructors may ask you to use structured routines like these:

#### Collect, Think, Consult (CTC)

- Collect sources
- Think: write your own summary without AI
- Consult: ask AI what you missed

#### AI as a Second Collaborator

You remain the lead researcher. AI completes limited tasks that you assign, and you log what it contributed.

#### AI Counter-Challenge

Write your argument first. Ask AI to critique it. Defend or revise your thinking.

#### Explain Your Prompting

Submit a short narrative showing how your prompts evolved and what decisions you made.

#### Dual Verification Loop

Use AI to summarize, then verify every claim with human-authored scholarly sources.

#### What Happens If You Do Not Disclose AI Use?

Failure to disclose AI use when required is treated as an academic integrity violation. Detection tools are unreliable, but instructors verify learning through drafts, oral checks, reflections, and process documentation. The safest approach is simple: **when in doubt, disclose.**

*Some professors suggest keeping your early drafts of assignments, so if necessary, you can show evidence that the work originated with you.*

#### Final Responsibility

AI may assist your learning, but it cannot replace your professional judgment. The work you submit must always reflect your own thinking, your own verification, and your own accountability.

