



**PROF. JOSEPH NEHRU**

THINK CRITICALLY • GROW ACADEMICALLY

# Responsible Use of AI - Comprehensive Guidelines



## 1. Vision and Purpose

This document provides a comprehensive framework for the ethical, responsible, and pedagogically effective use of Artificial Intelligence (AI) in language education. It aligns with globally recognized principles such as human-centered learning, inclusivity, transparency, and academic integrity.

The aim is not to replace human learning, but to enhance it through guided and critical engagement with AI technologies.

## 2. Core Ethical Principles

The use of AI in education should be guided by the following principles:

- **Human-Centered Learning:** AI should support, not replace, human thinking and creativity
- **Fairness and Inclusion:** AI tools should not disadvantage learners
- **Transparency and Accountability:** AI use must be acknowledged
- **Data Privacy and Protection:** Personal data must be safeguarded
- **Pedagogical Value:** AI must enhance learning outcomes

## 3. Acceptable Use of AI

AI tools may be used as learning partners in:

- Idea generation and brainstorming
- Draft improvement and grammar support
- Vocabulary development
- Simulated conversations

**AI should support learning—not replace independent thinking.**

## 4. Prohibited Practices and Academic Integrity

The following practices are not acceptable:

- Submitting AI-generated content as original work
- Using AI without acknowledgment
- Accepting AI outputs without critical evaluation
- Misuse during restricted assessments

Such practices violate academic integrity.

**Students must demonstrate ownership of their work and actively engage with AI-generated content.**

## 5. Advanced AI Disclosure and Prompt Transparency

Students must include an AI Disclosure Statement:

**Example:**

“I used [Tool Name] to support [task]. My prompt was: ‘[Prompt Text]’. I reviewed and modified the output.”

For major tasks, a Prompt Appendix may be required.

**This ensures transparency, accountability, and authentic learning.**

## 6. Roles and Responsibilities

### Role of Teachers

- Design critical-thinking tasks
- Provide clear AI guidelines
- Encourage originality
- Monitor AI use

### Role of Students

- Use AI responsibly
- Maintain academic honesty
- Evaluate AI outputs critically
- Engage actively in learning

## 7. AI Limitations in Language Learning

Students must understand:

- AI may generate incorrect information
- AI may produce fake references
- AI may reflect bias
- AI may lack contextual accuracy

**Critical evaluation is essential.**

## 8. Data Privacy and Security

Users must avoid sharing sensitive data.

Institutions should promote secure and ethical AI usage.

## 9. Equity and Access

AI use should not create inequality.  
Support must be provided to ensure inclusive access.

## 10. Pedagogical Integration of AI

AI should be integrated in ways that enhance communication, creativity, and critical thinking.

### Example Classroom Uses:

- Students generate a draft using AI and then revise it critically
- AI suggests vocabulary, but students create original sentences
- Teacher-led discussions comparing AI-generated and student-generated responses

## 11. Case Studies

### Case 1: Ethical Use

A student uses AI for ideas and rewrites content independently.

 This represents responsible and ethical use of AI.

### Case 2: Misuse

A student submits AI content without modification.

 This violates academic integrity and is not acceptable.

### Case 3: Guided Classroom Use

Students compare AI and human responses.

 This promotes critical thinking and responsible AI use.

### Case 4: Hallucination Check

AI provides false references; student verifies and corrects.

 This develops critical AI literacy.

## 12. Monitoring and Reviewing

This policy should be reviewed periodically to align with evolving technologies and educational needs.

## 13. Conclusion

Artificial Intelligence should be integrated thoughtfully and responsibly to support meaningful learning, ethical awareness, and academic development in language education.

The goal is not to replace human learning, but to enhance it through informed and responsible use of technology.

This policy provides a practical and ethical framework for integrating AI into language education in a rapidly evolving digital world.

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**“Ethical use of AI is not a choice - it is a responsibility.”**

**Use AI not to replace thinking, but to deepen it.**

