Quick Takeaways: Using Gen-AI Responsibly

Generative AI (Gen-AI) can be a powerful study tool when used thoughtfully. This guide provides essential information for using Gen-AI responsibly at Curtin University.

What is Gen-AI?

Gen-AI creates new content (text, images, code, etc.) based on patterns learned from large datasets. Tools like ChatGPT, Claude, and Gemini use *Large Language Models* (LLMs) to generate responses.

> ⚠ Important: Gen-AI tools do not truly "understand". They predict text based on statistical patterns. This means they can produce confident-sounding responses that are factually incorrect (called "hallucinations"). Always verify outputs against trusted sources.

Before You Use Gen-AI

Privacy Considerations

Some Gen-AI tools use your input for training. Never enter personal information (names, emails, medical/legal details) or sensitive data into Gen-AI tools. Check each tool's privacy policy before use.

Copyright Considerations

Do not upload copyrighted materials (journal articles, books, Curtin unit materials like slides or assessment tasks) to Gen-AI tools. Only use your own work or openly licensed content.

When Can You Use Gen-AI at Curtin?

✓ **For Study Purposes (No permission needed):**

Creating study schedules and organising tasks

Generating practice questions for exams

Getting explanations of difficult concepts

Writing or editing emails to classmates/staff

Troubleshooting software (e.g., MS Word, coding errors)

Brainstorming ideas for projects

⚠ **For Assessment Tasks (Permission REQUIRED):**

You MUST receive explicit written permission from your Unit Coordinator before using Gen-AI for any assessment task. Check your unit guide carefully. If unclear, ask your lecturer.

Access the full guide: library.curtin.edu.au/study/gen-ai

Common Gen-AI tools

Category	Tool	Marketed for
Writing & Research	ChatGPT (OpenAI)	Writing, coding, image generation, document processing, voice interactions
	Claude (Anthropic)	Writing, document understanding, file creation, interactive artifacts, code execution
	Perplexity AI	Academic-style answers with citations, research support, source summarisation
	Elicit	Research support for sciences, summarising academic papers, literature review
	Scite	Finding, analysing, and citing academic literature, evaluating research claims
	Consensus	Natural language answers to research questions from peer-reviewed papers
	ResearchRabbit	Visualising research connections, tracking academic papers, discovering related work
Images & Creative	Adobe Firefly	Image and text effect generation, integrated with Adobe apps
	Midjourney	High-quality AI-generated digital art and imagery from text prompts
	Nano Banana	Image creation, style transfer, and experimental visual effects
Marketing & Business	Jasper AI	Marketing content, copywriting, blog and social media post generation
Coding	GitHub Copilot	AI code completion, code suggestions, programming help

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The Gen-AI Checkpoint

Using Gen-AI properly means thinking carefully at every step. This section can serve as a checkpoint to help you make informed and responsible choices.

Choose: Should I use Gen-AI for this task? Which tool is best? Does using it support or replace my learning?

Co-create: Have I defined Gen-AI's role? Am I staying engaged in the thinking process, or is it doing too much?

Check: Have I verified the output against trusted sources? Can I explain why this information is reliable?

Make It Yours: Does this sound like my work? Have I added my own examples, voice, and critical thinking?

Declaring and Referencing Gen-AI Use

If you use Gen-AI for assessments (with permission), you MUST declare it. Include a statement after your reference list.

Declaration Template:

Declaration of Gen-AI Use

I acknowledge the use of [AI tool or technology name, hyperlinked] in the preparation and/or writing of my assessment. I have used [insert AI tool] to assist with (delete items from the following list that do not apply):

- Research: I generated an overview of my topic to assist with the research process.
- Idea generation: I generated suggestions on possible topics or angles to explore within my assessment.
- Clarifying: I generated explanations/examples to help me understand confusing or complex topics.
- Structure and organisation: I generated an assessment plan.
- Writing: I generated text which I adapted in my assessment. I have indicated through in-text citations where text has been quoted or paraphrased.
- Other: Please provide a description of how you have used the tool.

I entered the following prompt/s:
or
[Insert link to specific AI chat]

Access the full guide: library.curtin.edu.au/study/gen-ai

Referencing Gen-AI in Your Work:

You must also include in-text citations and reference list entries for Gen-AI outputs. See the Library's referencing guides for your required style:

• APA 7th: library.curtin.edu.au/referencing/apa7

• Chicago: library.curtin.edu.au/referencing/chicago18

• Vancouver: library.curtin.edu.au/referencing/vancouver

• AGLC: library.curtin.edu.au/referencing/aglc

Learn More

Gen-AI is evolving rapidly, and understanding how to use it thoughtfully—not just efficiently—will serve you throughout your studies and career. This Quick Guide covers the essentials, but there's much more to explore. The full Gen-AI module on the Curtin Library website provides comprehensive guidance.

In the full module, you'll learn:

• How Gen-AI works – Understanding transformers, large language models, training processes, and why hallucinations occur

• Critical thinking with Gen-AI – How to evaluate outputs, spot bias, check accuracy, and maintain your intellectual honesty

• Ethical considerations – Environmental impact, labour practices, corporate responsibility, and the future of AI in your field

• Effective prompt engineering – Techniques like few-shot prompting, chain of thought, prompt chaining, and the CARE formula to get better results

• Prompt library for academic writing – Pre-tested prompts for getting feedback on structure, language, grammar, referencing, and critical thinking (without having Gen-AI write for you)

The module also includes:

• Interactive activities and self-check quizzes to test your understanding

• Links to Curtin's Academic Integrity policies

• Updates on new tools and emerging best practices

For additional support, contact: **libraryhelp@curtin.edu.au**

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