

AI Responsible Use Checklist for TCSG

As leaders in technical education, the students and staff of the Technical College System of Georgia (TCSG) have a unique opportunity to model the ethical integration of artificial intelligence. This checklist serves as a guide for using AI tools in a way that promotes integrity, sustainability, and human excellence.

1. Integrity and Academic Honesty

- **Transparency:** Have I clearly disclosed the use of AI in this project, lesson plan, or report?
- **Human Ownership:** Am I using AI as a collaborator to enhance my work, or am I letting it replace my own critical thinking?
- **Verification:** Have I cross-referenced AI-generated facts, citations, and data with trusted, primary sources to ensure accuracy?

2. Privacy and Security

- **Data Protection:** Have I ensured that no sensitive personal data, student records, or proprietary college information was entered into the AI prompt?
- **Output Awareness:** Am I treating the AI's output as a public draft rather than a final, private document?

3. Environmental Responsibility

AI models require significant energy and water resources for processing and cooling.

- **Intentionality:** Am I being purposeful with my queries, or am I using AI for tasks that could be easily handled through traditional methods?
- **Efficiency:** Can I consolidate my requests to reduce the computational load?

4. Guarding Against Over-Reliance

- **Skill Maintenance:** Am I still practicing the core technical skills and writing abilities that define my expertise, without the aid of AI?
- **Critical Assessment:** Am I questioning the logic and potential biases in the AI's response instead of accepting it as "truth"?

5. Equity and Inclusion

- **Bias Awareness:** Have I reviewed the AI output for stereotypical language or unfair assumptions that may marginalize others?
- **Access:** Am I using these tools to bridge gaps in learning and accessibility for all members of the college community?

Role	Key Responsibility
Students	Use AI to explain complex concepts, not to bypass the learning process.
Instructors	Set clear expectations for AI use in the classroom and model transparent practices.
Staff	Leverage AI for administrative efficiency while strictly protecting institutional data.