Integration of AI tools in the classroom – guidelines for educators

Objective: As CBS transitions towards integrating Generative Artificial Intelligence (AI) into teaching and learning, we acknowledge the challenges that come with it. This guide was developed to serve as a framework for educators considering incorporating such technologies in a manner that is both beneficial and responsible.

I.   Key Principles:

Before venturing into AI's use in the classroom, it is pivotal to understand the foundational principles that ensure its use remains aligned with educational values.

- **Transparency:** Clarity is paramount. Students should be well-informed about why and how AI tools are applied in their learning journey.
- **Responsibility:** The user is responsible for verifying the credibility and reliability of the output and ensuring that information inputted adheres to CBS's data protection and privacy norms.
- **Fair Access:** At CBS, we strive to be mindful of student costs related to educational resources. Recognizing the potential costs associated with some AI tools, no student should be compelled to use a non-free tool unless they are integral to achieving course learning objectives.

II.   Educators' responsibilities:

As an educator, you are responsible for the ethical and responsible deployment of AI tools. Here are your responsibilities:
- Familiarize yourself with the chosen AI tool, understanding its advantages, limitations, and potential biases.
- Personal data is not allowed to be put into AI platforms not approved by CBS. Personal data can only be put into

AI platforms, which CBS have approved to handle personal data. Be cautious when inputting confidential or copyrighted information into AI platforms, especially those not managed by CBS. Consult the Data Protection Office at CBS (dpo@cbs.dk) if you have concerns regarding data privacy or confidentiality.

- o If you intend to use a tool that is not on the list of CBS's approved systems, then you must submit a request for the new system to go through CBS's visitation process. More guidelines on how to initiate this process, can be found on Share. (link: https://cbsshare.cbs.dk/it/dansk/Nyt-it-system/Pages/default.aspx). Failure to adhere to this procedure could result in potential violations of CBS's data protection policies.

III. Integration of AI tools in the classroom:

The integration of AI in the classroom requires thoughtful planning. As with any other educational tool, the key lies in ensuring that its application enriches the students' learning experience, aligning with the course's objectives. As an educator you make conscious choices about when and how to integrate these tools, ensuring clarity and alignment with the curriculum. This leads us to several pivotal guiding policies:

- ○ **Explicit Indication:** If you, as an educator, decide to use AI, it's essential to make this clear in the course description/syllabus. You have the full autonomy to determine the extent and manner of AI usage, and you can set limitations if the tool doesn't align with particular learning objectives.
- ○ **Alignment with Objectives:** AI tools must enhance and align with the course's learning objectives. Their use should never detract from these objectives.
- ○ **Transparent Communication:** Prior to deploying an AI tool, clarify its intended use to students. This includes why it's being used, how it will support their learning, and what they can expect from its integration.
- ○ **Introduce discussions about the ethical dimensions of AI:** From data biases to privacy concerns. This fosters critical thinking and a deeper understanding of the tool's societal implications.
- ○ **Ensure that using the AI tool isn't a requirement that might alienate or disadvantage any student**. Consider

alternatives or accommodations for those who might have reservations or face barriers.