

## Introduction

The University of New England (UNE) recognizes that artificial intelligence (AI) can transform learning, scholarship, and professional practice in positive ways, while never forgetting that UNE's educational environment remains and must remain fundamentally human-centered. AI can be a valuable tool for learning, research, creativity, and problem-solving, and students are encouraged to develop the knowledge and judgment needed to use it thoughtfully, responsibly, and ethically.

AI literacy is a hallmark of a UNE education. This means learning how to use AI effectively, how to evaluate what it produces, how to recognize its limitations, and when another approach is more appropriate.

Your own learning and judgment remain central. AI can support your work, but you remain responsible for what you submit, the decisions you make, and how you use these tools.

This Guidance explains what UNE's AI policies mean for you as a student. It should be read together with the **Institutional AI Policy** and the **AI Acceptable Use Policy**. Students participating in research, scholarship, or peer review must also follow UNE's **Guidance for the Use of Artificial Intelligence (AI) in Research**. It applies to all UNE students, undergraduate and graduate, in on-campus and online programs, including students in clinical, practicum, and other professional placements.

The definitions in UNE's Institutional AI Policy apply throughout this Guidance.

## Using AI in Your Courses

### **Start with your syllabus and assignment instructions.**

Every UNE course has an AI policy. Your instructor determines how AI may be used based on the goals of the course and its assignments, and is encouraged to give explicit examples of acceptable and prohibited uses.

Depending on the course, your instructor may:

- Restrict AI use, so that all work submitted for credit must be entirely your own
- Integrate AI with some restrictions, allowing it on certain assignments or particular parts of an assignment as specified in the assignment instructions
- Permit open use of AI to support your learning, research, and assignment preparation

Whichever of these approaches your course takes, four expectations are the same in every UNE course: disclose and cite AI use, as directed by your instructors' AI policy, take responsibility for the accuracy and originality of your work, protect privacy and intellectual property, and understand that misuse may result in disciplinary action.

Permission to use AI for one purpose does not automatically give you permission to use it for another. If an assignment's instructions do not mention AI, assume that its use is not permitted and ask before proceeding.

For example, an instructor may allow you to use AI to create practice questions while studying but require you to complete graded assignments independently. Another instructor may allow AI for brainstorming but expect you to write the final assignment yourself.

*Check both the syllabus and the instructions for the specific assignment. If you are unsure whether a particular use of AI is allowed, ask your instructor before using it.*

### **Understand why your instructor has set the policy**

Different kinds of learning require different kinds of work. Sometimes using AI can help you explore ideas, practice skills, analyze information, or learn how tools are used in your future profession. At other times, you need to work independently so that you can develop essential knowledge, creativity, critical thinking, problem-solving, or other skills.

Your instructor should explain how the course AI policy connects to what you are expected to learn and how you're expected to learn it.

Your instructor is also expected to include a statement describing how they may use AI to design and deliver the course, even in courses where you are not permitted to use AI. The same standard of transparency applies to faculty and students alike.

### **Take responsibility for your work.**

AI tools can produce useful information. They can also produce information that is incomplete, biased, misleading, or entirely fabricated. Fabricated output, often called a hallucination, can look convincing and still be wrong.

When you use AI, you are responsible for checking its output before relying on it.

For work you submit at UNE:

- Make sure you understand the ideas and information in the work
- Check important facts and sources

- Correct errors introduced by AI
- Make sure the final work reflects your own understanding and judgment
- Be prepared to explain how you developed your work

Your instructor may ask you to show parts of your process, such as notes, drafts, sources, prompts, or other materials that help demonstrate how the work was created.

**You are responsible for the work you submit, including errors or problems introduced by an AI tool.**

### **Acknowledge AI Use When Required**

When AI use is permitted for coursework, you must follow your instructor's requirements for acknowledging and citing that use.

Those requirements may vary by course, assignment, or academic discipline. Your instructor may ask you to:

- Cite the AI tool using a particular citation style
- Include a short statement explaining how you used AI
- Provide some or all of your prompts or AI conversation
- Describe how AI contributed to your process
- Provide drafts, notes, or other evidence of your work

If you are allowed to use AI, but do not know how your instructor expects you to acknowledge it, just ask. Many style guides now include examples for citing AI use, and UNE Library Services maintains guidance on citing AI at [library.une.edu/research-help/searching/ai/](https://library.une.edu/research-help/searching/ai/).

Failing to acknowledge AI assistance when disclosure or citation is required is treated the same as failing to cite any other source and may be treated as an academic integrity violation.

For routine communications such as ordinary emails or letters, formal disclosure of AI assistance is generally not required unless authorship is significant. When the role of AI matters to the meaning, authorship, or credibility of the work, greater transparency may be appropriate.

### **Choose AI tools carefully**

The AI tool you use matters because different tools provide different levels of privacy and data protection.

### **Approved UNE-licensed AI tools**

UNE provides access to AI tools that have been reviewed and approved for institutional use. UNE's policies call these **enterprise private AI tools**. They are licensed by the University, carry additional contractual protections, and can be accessed with your UNE credentials.

Where UNE licenses an enterprise private AI tool that is appropriate for a task, you should use that tool, signed in with your UNE credentials, rather than a publicly available tool. Enterprise private AI tools carry contractual data protections that publicly available tools do not.

The list of approved tools may change. Check UNE's current approved-tools information or contact Information Technology Services (ITS) to confirm which tools are currently approved and for which data classifications. Be sure you are signed into the approved UNE AI tools prior to using them.

### **Publicly available AI tools**

Publicly available AI tools are services available to the general public that UNE has not reviewed, licensed, or approved.

Only public or non-sensitive information may be entered into these tools. Information entered into a publicly available AI tool may be stored, reused, or become accessible in ways you did not expect.

Before using a publicly available AI tool, pay attention to its privacy settings, terms of service, and data-handling practices.

Publicly available AI tools must never be used when working with protected, confidential, sensitive, and high-risk data such as student records, identifiable health information, personnel information, protected research data, financial information, and confidential University information. These data require appropriate safeguards.

### **Think Before You Upload**

Before entering text, files, images, data, recordings, or other material into an AI tool, ask yourself:

**Do I have permission to share this information, and is this tool approved for it?**

Do not put high-risk, confidential, or protected information into publicly available AI tools.

Examples include:

- Student education records or other FERPA-protected information
- Personally identifiable information
- Identifiable health information
- Patient, client, or research-participant information
- Financial information
- Confidential research or University data
- Proprietary or non-public University information

Student-identifying information may be entered into an AI system only when approved contracts and security controls allow it.

Patient, client, and research-participant information must not be shared with publicly available AI tools without specific institutional approval. Additional restrictions may apply even when data have been de-identified.

### **Protect course materials and other intellectual property.**

Course materials, books, articles, creative work, research materials, and other content may be protected by copyright, contract, or other intellectual property rights.

Do not upload someone else's protected work into an AI tool unless you have permission and the tool is appropriate for that material.

This includes course materials such as lectures, slides, assignments, readings, or other materials provided by your instructor.

### **Using AI for Research**

AI can support some research activities, but research may involve additional rules concerning data, confidentiality, intellectual property, human subjects, publication, and research integrity. Inappropriate use of AI tools is included in federal definitions of research misconduct.

If you are participating in a UNE research project or other scholarly activity that uses AI, you must also follow UNE's **Guidance for the Use of Artificial Intelligence (AI) in Research**. This is true whether the work is a course-based research assignment, an undergraduate capstone or honors thesis, a graduate thesis or dissertation, or a funded project.

Before adding AI to a research project, discuss the proposed use with your faculty mentor, principal investigator, research supervisor, or other appropriate project leader.

**The Office of Research and Innovation (ori@une.edu)** can provide additional guidance.

Students engaged in research should be especially careful to:

- Protect research, participant, patient, and confidential data
- Use tools approved for the type of information involved
- Check AI-generated content for accuracy and bias
- Document your AI use, including the tool and version, your prompts, and any settings, when required for transparency and reproducibility
- Follow applicable sponsor, journal, and disciplinary requirements
- Make sure research decisions remain supported by evidence and human judgment.

Requirements from outside UNE apply as well. Major funders, including NSF, NIH, and DOE, are increasingly requiring or requesting disclosure of AI use in applications, and a number of federal agencies use tools to detect AI-generated content in applications and reviews.

Several journals and funders, including NIH, Nature, and Science, prohibit the use of AI in peer review because of privacy and confidentiality concerns. Graduate students are sometimes asked to help review a manuscript or grant application. If you are, do not enter any part of it into an AI tool.

AI tools cannot be listed as authors of scholarly work, because they cannot take responsibility or accountability for the work, assert the presence or absence of a conflict of interest, or manage matters such as copyright agreements.

If you are preparing work for publication, presentation, or a thesis or dissertation defense, check the requirements of the journal, conference, or graduate program you are submitting to. These requirements vary by discipline and may be stricter than the policy for your course.

**Clinical, practicum, and fieldwork settings.** If your program places you in a clinical or professional setting, any use of AI there must comply with HIPAA, FERPA, the policies of your placement site, and the professional standards of your discipline. Do not enter patient, client, or participant information into an AI tool without specific institutional approval, and never into a publicly available tool. Patient safety and the confidentiality of the patient-provider relationship come first.

### **Using AI to Find Information**

Treat AI-generated answers as information that needs to be checked.

AI tools can provide incorrect information, misrepresent sources, or create citations that do not exist. When doing academic work, check important claims against reliable sources and review the original sources whenever possible.

Your instructor and UNE librarians can help you identify appropriate research tools, find scholarly sources, evaluate information, and understand citation requirements.

### **Academic Integrity and Other Misuse**

Using AI outside the expectations established for a course or assignment may constitute academic misconduct. Examples include:

- Using AI when your instructor has prohibited it
- Using AI in ways that go beyond what an assignment permits
- Submitting AI-generated material as though you created it independently
- Failing to acknowledge AI assistance when acknowledgment is required

The AI Acceptable Use Policy also applies to student use of AI outside coursework. Among other things, UNE prohibits using AI to:

- Collect, monitor, or surveil personal information without authorization
- Create or distribute material that violates privacy or University policies concerning harassment or discrimination
- Create malicious software or other content designed to bypass security or gain unauthorized access

Violations are addressed through the applicable University policies, Student Handbook, Student Conduct Code, and academic integrity procedures.

### **About AI-detection Tools**

AI-detection tools cannot reliably determine whether or how a person used AI, and UNE does not recommend the use of AI-detection software. A result from an AI-detection tool may lead an instructor to ask questions or investigate further, but it cannot serve as the sole basis for a finding of academic misconduct.

If an instructor uses AI-detection software, students should be told in advance and informed about its limitations. These tools may also be biased against learners who write differently, including multilingual students, and they cannot keep pace with rapidly changing AI tools.

**Accessibility and Accommodations**

AI tools may sometimes be used as assistive technology or as part of an approved disability accommodation.

If your accommodation involves AI, work with the Student Access Center (SAC) and your instructor to make sure your use is consistent with your approved accommodation and the requirements of the course.

If a course requires students to use a publicly available AI tool and you have a documented accommodation or another approved exception, your instructor should work with you to provide a reasonable alternative arrangement.

**When You Are Unsure**

AI tools and the rules surrounding them will continue to change. You are expected to ask questions when you are uncertain about an appropriate use.

For questions about:

**Coursework or assignments**

Ask your instructor.

**Finding, evaluating, using, or citing sources**

Contact UNE Library Services.

**Approved AI tools, accounts, privacy, or security**

Contact Information Technology Services (ITS).

**Research or sponsored projects**

Contact your faculty research supervisor or the Office of Research and Innovation (ORI) at [ori@une.edu](mailto:ori@une.edu).

**Accessibility or accommodations**

Contact the Student Access Center (SAC).

Remember these simple rules:

- ✓ **Check the expectations**
- ✓ **Protect the information**
- ✓ **Verify the output**



- ✓ **Take responsibility for your work**
- ✓ **Ask when you are unsure**

**Related policies and guidance**

- Institutional AI Policy
- AI Acceptable Use Policy
- AI Policy Guidance for Faculty
- Guidance for the Use of Artificial Intelligence (AI) in Research
- AI Governance Committee Charter
- UNE Student Handbook and Student Conduct Code

**Guidance review and revision**

Because AI technologies and the practices surrounding them continue to evolve, this Guidance will be reviewed at least annually and updated as needed to reflect changes in regulations, technology, or University practices. It will be reviewed alongside the AI Policy Guidance for Faculty and the Guidance for the Use of Artificial Intelligence (AI) in Research so that the three documents remain consistent. Last updated August 20, 2026.