



**ACT RESPECTFULLY AND
RESPONSIBLY**



PROTECT PRIVACY



LOOK AFTER THE ENVIRONMENT



**PROMOTE KNOWLEDGE OF
AI-BASED TOOLS**



CULTIVATE CRITICAL THINKING



**GRANT FAIRNESS AND
NON-DISCRIMINATION**



**ENCOURAGE HUMAN
INTERACTION**



USE AI AS A TOOL



**ASSURE INFORMATION'S
VERACITY**



**ADVOCATE FOR
TRANSPARENCY**



These recommendations have been developed by the **Working Group on the Impact of Artificial Intelligence Tools Applied to Teaching-URL**.

As a result of interdisciplinary collaboration, the Working Group seeks to establish ethical guidelines and practices to ensure that the use of AI-based tools is beneficial and respectful of the values of the whole university community.

*Images have been generated by
AI-based tools. (Leonardo.ai)*

RECOMMENDATIONS FOR THE PROPER USE OF **ARTIFICIAL INTELLIGENCE**-BASED TOOLS



ACT RESPECTFULLY AND RESPONSIBLY

Use Artificial Intelligence (AI)-based tools responsibly. Employ them contributing to the greater good, aiming for a fairer society, and preserving the dignity of individuals.

LOOK AFTER THE ENVIRONMENT

Be aware that the use of AI generates an environmental digital footprint.
Act sensibly, remove pointlessly stored information, and avoid unnecessary searches.

ENCOURAGE HUMAN INTERACTION

Bear in mind that AI cannot substitute human interaction in the university environment. It is essential to continue to have spaces for debate and interaction to foster social skills and relationships within the university community.

PROMOTE KNOWLEDGE OF AI-BASED TOOLS

Educate ourselves to be aware of AI's potential, risks and limitations to ensure its rightful and effective application.

USE AI AS A TOOL

AI is a means to improve the learning experience and provide personalised support to students. It should not replace tasks intrinsic to students, but those which do not give added value.

CULTIVATE CRITICAL THINKING

Be wise using AI tools. Use them to contribute to cultivate thinking, creativity and problem-solving, which are fundamental human abilities in higher education. AI output needs to be reviewed by human expertise.

ASSURE INFORMATION'S VERACITY

Advocate for the verification of the authorship and accuracy of information obtained through AI-based tools. Ensure that AI-based tools are a starting point for reflection and not primary sources of information.

GRANT FAIRNESS AND NON-DISCRIMINATION

Ensure that AI-based decisions meet ethical standards. Information upon which they rely should be safeguarded from prejudices, biases, and discrimination, thereby pursuing inclusion.

ADVOCATE FOR TRANSPARENCY

Clearly indicate the sources and references of information. Explicitly state when AI-based tools are used and explain how the information has been utilized.

PROTECT PRIVACY

Do not upload your own or anyone else's personal or sensitive information. Respect data protection standards and the right to dignity and privacy.

