

GUIDELINES FOR USING AI AT THE ELC

AI may help you learn, but it must not do the learning or assessment for you. Check the task instructions and ask your teacher before using AI.

1. Purpose

These guidelines explain how students may use artificial intelligence (AI) tools at the English Language Centre (ELC). They are designed to help you use AI safely, honestly and in ways that support your English language learning.

2. Scope

These guidelines apply to all students enrolled in an ELC program. They apply to classwork, homework, assignments, tests, presentations and other learning activities in face-to-face, blended and online study.

3. Policy Statement

AI can support learning, but it must not replace your own thinking, language practice or work. The following principles apply:

- Use AI only when your teacher or assessment instructions allow it.
- Use AI to support your learning, not to complete your work for you.
- You remain responsible for everything you submit, including information produced by AI.
- Check AI output carefully because it may be incorrect, incomplete, biased or out of date.
- Do not enter confidential, personal or assessment information into an AI tool.
- Acknowledge and reference AI use when required.
- Ask your teacher before using AI if the instructions are not clear.

4. Responsibilities

Students are responsible for:

- reading and following the AI instructions for each task
- completing their own thinking, research, writing and language practice
- checking the accuracy and quality of AI-generated information
- keeping a record of how AI was used when this is required
- acknowledging or referencing AI use in the required way
- protecting personal, confidential and assessment information
- asking their teacher when they are unsure whether an AI use is allowed.

The ELC is responsible for:

- giving students clear information about when AI is allowed, limited or not allowed
- teaching students how to use AI critically, safely and honestly
- providing clear assessment instructions and examples
- supporting students to develop independent English and academic skills
- managing possible misuse fairly under the ELC Academic Integrity Policy.

5. Procedures

Before using AI for a learning or assessment task:

1. **Check the instructions.** Find out whether AI is allowed and what type of use is permitted.
2. **Ask if you are unsure.** Do not assume that AI is allowed because it was permitted in another task.
3. **Use AI only for the approved purpose.** Do not copy AI output directly into your work unless this is clearly allowed.
4. **Check the output.** Compare it with reliable sources and your course materials. Correct errors and remove unsuitable content.
5. **Make the work your own.** Use your own ideas, judgement and language. You should be able to explain and discuss what you submit.
6. **Acknowledge your use.** Follow your teacher's instructions for declaring, citing or referencing the AI tool and prompts used.

Acknowledging AI use

When AI use is allowed, your teacher will explain how to acknowledge it. You may need to name the tool, explain how you used it, include the prompts, and provide a citation or declaration. Keep a copy of your prompts and the AI output until your assessment is complete.

Privacy and security

Do not upload assessment questions, test materials, another person's work, personal information, confidential information or copyrighted course materials to an AI platform unless the ELC has clearly authorised this.

6. Breaches of Policy

Using AI in a way that is not allowed may be an academic integrity concern. Examples include submitting AI-generated work as your own, failing to acknowledge required AI use, using AI in a test when it is prohibited, or sharing protected assessment material with an AI tool.

Possible concerns will be considered under the ELC Academic Integrity Policy. The response will depend on the task, the seriousness of the issue, whether the action was a misunderstanding or a deliberate attempt to gain an unfair advantage, and whether there have been previous concerns.

Possible outcomes may include education and feedback, a formal warning, resubmission or re-sitting a task, a mark adjustment, a mark of zero, or a fail grade for the course. You will be informed of the concern and given information about the process.

7. Related Documents

- ELC Academic Integrity Policy
- ELC Academic Progress Policy
- Assessment instructions and course information
- Adelaide University Academic Integrity Policy
- Adelaide University guidance on working with artificial intelligence

8. Document Control

Version	Policy Owner	Approved by	Approval date	Effective date	Review date
1	Learning & Teaching team	Senior Manager, Learning & Teaching	18/6/26	18/6/26	1/10/27