

## Policy on the use of AI Tools

The use of Artificial Intelligence (AI) tools (e.g., ChatGPT, Grammarly, image generators, code assistants) is permitted **only under the following conditions:**

### Acceptable Use

- AI may be used as a **support tool** for brainstorming, outlining, grammar checking, or concept clarification.
- Students must **review, edit, and understand** any AI-assisted content before submission.
- Any use of AI must be **clearly disclosed** in the activity/assessment (e.g., in a short note at the end or in a footnote)
- AI should be treated as a **learning aid**, not a replacement for original thought.

### Unacceptable Use

- Submitting AI-generated work **without disclosure**.
- Using AI to **complete entire activities or assessments** without permission.
- Relying on AI to produce content that **bypasses understanding or independent learning**.
- Using AI to create responses for **personal reflections, creative tasks, or evaluative writing** unless explicitly allowed.

### Consequences

Misuse of AI tools may be treated as a **violation of integrity**, and participants may be required to redo the activity or assessment. If participants continue to misuse AI tools, the training agency has the right to remove a participant for the course/training and no refund will be issued.

### When in Doubt

Participants are encouraged to **ask the trainer** before using AI for any part of an activity or assessment if they are unsure whether it falls within acceptable use.

### Responsible Use of AI Tools Statement

I acknowledge that I used AI tools (e.g., ChatGPT) to support aspects of this activity/assessment, specifically for:

- [e.g., brainstorming ideas]
- [e.g., checking grammar]
- [e.g., summarizing complex information]

I affirm that all final work submitted reflects my own understanding and original thinking. Any AI-generated content was critically reviewed, edited, and integrated by me, and does not replace my responsibility to learn and demonstrate the course material. I have followed all guidelines provided by the trainer regarding the use of AI in this course.