Using GenAI Tools

Introduction

These guidelines help you use Generative AI (GenAI) tools responsibly and ethically in your studies at EIT, while protecting your privacy, respecting cultural values, and maintaining academic integrity.

Approved GenAI Tool

- Use Microsoft Copilot Chat as a GenAI tool (available via web browser, Outlook, and Teams).
- You must be signed in with your EIT email to access Copilot securely.
- Some EIT applications may include built-in AI features, which are acceptable to use.
- Some courses may include additional AI tools and software as part of the coursework, which are acceptable to use.

Privacy & Safety

- Never enter personal or sensitive information into GenAI prompts or search engines.
- Do not record meetings using GenAI tools without everyone's consent. If an AI bot joins your meeting, it should be removed.

Academic and Assessment Use

Read the instructions on each assessment carefully. An assessment **may** allow for the use of GenAI to **generate ideas or guide your thinking**, but if allowed:

- Do not let GenAI complete the assessment (or part of assessment) for you.
- Verify all GenAI-generated content and cite academic sources.
- Reference GenAI use properly to avoid plagiarism. Use the APA Referencing Tool.

Ethical & Cultural Awareness

- GenAI tools may reflect **biases** (cultural, gender, political). Use them critically.
- GenAI may not accurately represent **Mātauranga Māori** or Pacific knowledge.
- Respect **Māori Data Sovereignty**: Māori data is a taonga and must be treated with care.

Legal Compliance

These guidelines are in accordance with; and EIT use of GenAI must align with:

- Privacy Act 2020
- Copyright Act 1994
- Education and Training Act 2020
- And other relevant legislation

Need Help?

Visit the AI for Artificial Intelligence (AI) for Ākonga EITOnline site for support and resources.

30 July 2025

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