SDSU GenAI Dos and Don'ts

DO

✓ Remain informed on any university guidelines or industry best practices and continue to learn how to responsibly and ethically use generative AI (GenAI) tools, including generating quality prompts to help ensure accurate results free of error and implicit bias. At SDSU, the Academic Applications of AI (AAAI) Micro-Credential ⬀ is a freely accessible training. Students, faculty and staff who intend to use GenAI tools are also encouraged to complete the program. The micro-credential prepares employees to apply GenAI technology efficiently, effectively, and ethically. Community members may choose to audit the content and skip the 'required' activities if they are not interested in obtaining the digital badge. Providing work-related responses to the activity prompts is acceptable for staff interested in obtaining the digital badge.

✓ Adopt appropriate and ethical use of GenAI to increase productivity.

✓ Use GenAI to support and improve workflows.

EFFECTIVE PRACTICES

💡 Ensure accuracy and embrace the principle of "no human, no GenAI". ⬀

💡 Acknowledge that distortions and biases are present in GenAI models and applications.

💡 Use GenAI to spark ideas.

💡 Use GenAI to review workflows for error reduction potential, and consider moving repetitive, predictable work to GenAI.

WANT TO TALK ABOUT IT MORE?

ITS Help Desk staff is here to help:

- ITS Help Desk, Love Library, 2nd floor (hours may vary, please visit it.sdsu.edu)
- ITS Virtual Support Center ⬀ (live online, M–F, regular business hours)
- Information Technology Division via ServiceNow ⬀

DON'T

✗ Never upload confidential, proprietary or embargoed information or sensitive data to public GenAI tools (e.g., data from Canvas, my.SDSU and other examples provided in this document's Human Oversight and Review section).

✗ Never use existing copyrighted works – including existing scripts, messages, chapters, articles and similar content – to be edited and/or modified with GenAI without the owner's expressed permission.

✗ Do not use GenAI in confidential or sensitive meetings, including materials for documenting information outside approved university systems. California is a "two-party consent" state, meaning it is illegal to record a private conversation unless all parties consent to the recording, including digital recordings and transcripts, which specific GenAI tools can generate.

✗ Do not rely on GenAI to generate finished images for publication or distribution without appropriate review and approval, including consultation with requirements for image attribution by platform.

✗ Do not use GenAI to identify sources or citations without individually checking and validating each source. Authenticity and accuracy are essential in academic research and academic settings.

✗ Do not publish anything created with GenAI without review for accuracy, SDSU editorial style, and brand voice.

✗ To preserve journalistic integrity, do not share GenAI-generated images with members of the media for publishing as part of news content.

AAAI.SDSU.EDU