

Student Communication Templates: AI in the Classroom

Ready-to-use language for clear communication with students about AI use

First Day of Class: Setting Expectations

Verbal Introduction (3 minutes)

“Let’s talk about AI and this course. I know many of you are already using ChatGPT or similar tools - and that’s okay. In fact, I use them too. In this class, we’ll learn how to use AI effectively and ethically in [discipline].

Think of AI like a calculator in maths - it’s a tool that can help, but you still need to understand the concepts. You wouldn’t submit a calculator’s display as your homework; similarly, you won’t submit raw AI output as your work.

What matters is transparency. Tell me when and how you use AI. There’s no shame in using tools well - there’s only a problem when you hide it or don’t understand what you’re submitting.”

Follow-Up Discussion Prompts

- “How many of you have tried ChatGPT or similar tools?”
 - “What worked well? What surprised you?”
 - “What concerns do you have about using AI in your studies?”
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Syllabus Statement Options

Option A: Encouraging Approach

Artificial Intelligence (AI) Policy

AI tools like ChatGPT are rapidly becoming part of professional practice in [field]. Learning to use them effectively is part of your education. In this unit:

- You are ENCOURAGED to explore AI tools for learning
- You MUST acknowledge all AI use in your assignments
- You MUST understand and be able to

explain all submitted work • You CANNOT replace your own critical thinking with AI output

View AI as a research assistant or tutor - helpful for learning, but not a substitute for your own understanding.

Option B: Structured Approach

AI Use Guidelines

Permitted AI uses: - Brainstorming and idea generation - Grammar and style checking - Finding information (with verification) - Creating study materials

Required when using AI: - Include an AI use statement with each assignment - Verify all AI-generated facts - Show your editing and improvement process - Be prepared to explain your work orally

Prohibited: - Submitting unedited AI content - Using AI during exams (unless specified) - Having AI complete assessments for you

Option C: Collaborative Approach

Working with AI in This Unit

We'll explore AI as a tool for enhancing your learning. Some assignments will require AI use, others will prohibit it, and many will make it optional. Each assignment will specify: - Whether AI use is allowed - How to document AI assistance - What level of AI engagement is appropriate

Let's learn together how to use these tools professionally and ethically.

Assignment Instructions with AI Components

Standard Addition to Any Assignment

AI Use Disclosure

If you use AI tools for this assignment, include a brief statement describing: 1. Which AI tools you used (e.g., ChatGPT, Grammarly) 2. How you used them (e.g., brainstorming, proofreading) 3. What changes you made to the AI output

Example: “I used ChatGPT to generate initial topic ideas and outline structure. I then researched all points independently, wrote the content myself, and used Grammarly for final proofreading.”

For Assignments Requiring AI Use

AI Integration Requirement

This assignment requires you to use AI as part of your process: 1. Generate an initial response using an AI tool 2. Critically evaluate the AI output (submit this evaluation) 3. Improve and personalise the content with your knowledge 4. Submit both the original AI output and your final version 5. Include a 200-word reflection on how AI helped and hindered

For Assignments Prohibiting AI

Independent Work Requirement

This assessment must be completed without AI assistance to evaluate your personal understanding. This includes no use of: - ChatGPT or similar chat tools - AI-powered writing assistants beyond basic spell check - AI translation tools

You may use: Library databases, course materials, standard spell check

Email Response Templates

When a Student Asks: “Can I use ChatGPT?”

Subject: Re: AI Use in [Unit Name]

Hi [Student],

Thanks for asking - it shows you’re thinking carefully about academic integrity.

For this unit, you can use AI tools like ChatGPT for: - Brainstorming and exploring ideas - Understanding difficult concepts - Checking grammar and structure

However, you must: - Acknowledge all AI use in your assignments - Verify any facts or citations from AI - Ensure you understand and can explain everything you submit

Check the specific assignment instructions, as some assessments may have different requirements.

Would you like to discuss effective ways to use AI for learning in our next office hours?

Best regards, [Your name]

When You Suspect Undisclosed AI Use

Subject: Clarification Needed - [Assignment Name]

Hi [Student],

I'm reviewing your [assignment] and would like to discuss it with you. I've noticed some aspects that I'd like to understand better, particularly your approach to [specific element].

Could we meet during my office hours this week? Please bring any notes, drafts, or resources you used. This will help me better understand your work and provide more targeted feedback.

Available times: [list times]

This is a learning opportunity, and I appreciate your cooperation.

Best regards, [Your name]

Responding to AI-Related Academic Misconduct

Subject: Academic Integrity Meeting Required

Dear [Student],

I need to discuss your recent [assignment] submission with you. There are concerns about the authorship of portions of your work that we need to address.

Please schedule a meeting with me by [date] to discuss: - Your research and writing process - The sources and tools you used - Your understanding of the submitted content

This meeting is mandatory and part of our academic integrity process. Please bring all drafts, notes, and resource lists related to this assignment.

[Link to booking system or times]

Regards, [Your name]

Marking Feedback Templates

When AI Use is Well-Documented

“Good transparency in documenting your AI use. I can see how you’ve used ChatGPT for initial research and then built upon it with your own analysis. Your improvements to the AI’s generic response show understanding of the topic. Next time, consider also...”

When AI Use Needs Better Integration

“While you’ve acknowledged using AI, the assignment still reads like raw AI output in places. See paragraphs 2 and 4 - these need more of your own voice and specific examples from our course. Remember, AI should support your thinking, not replace it.”

When Suspected AI Use is Not Disclosed

“Please see me to discuss this assignment. Some sections appear inconsistent with your usual writing style and in-class contributions. If you used AI or other assistance, it’s important to acknowledge this. Let’s talk about effective and appropriate use of support tools.”

In-Class Discussion Scripts

Introducing an AI-Integrated Activity

“Today we’re going to use AI as a learning tool. Everyone open ChatGPT or your preferred AI. We’ll generate [content] together, then critically evaluate what it produces. This isn’t about getting perfect answers - it’s about understanding AI’s capabilities and limitations in our field.”

When Students Express Confusion About AI Policies

“I understand the confusion - AI policies are evolving everywhere. In this class, the simple rule is: be transparent. If you used it, say so. If you’re unsure whether you can use it, ask me. There’s no penalty for appropriate, acknowledged use. The only problem is hiding it.”

Addressing AI Anxiety

“Some of you might be worried that AI will replace you in your careers. Let’s reframe this: AI is a tool that will make you more effective. Your critical thinking, creativity, and human judgment become MORE valuable, not less. We’re learning to work WITH AI, not compete against it.”

FAQ Response Templates

“Is using AI cheating?”

“Using AI isn’t automatically cheating - hiding it is. Think of it like using any other tool or resource. If you use a textbook, you cite it. If you use AI, you acknowledge it. Cheating happens when you claim AI’s work as entirely your own or use it when specifically told not to.”

“How much AI use is too much?”

“If you can’t explain your work without AI, you’ve used too much. AI should help you learn and express ideas, not learn for you. A good test: Could you discuss this topic intelligently in class without AI? If not, you need to engage more deeply with the material.”

“Will AI make my degree worthless?”

“Your degree represents your ability to think critically, solve problems, and apply knowledge - things AI cannot do independently. We’re teaching you to use AI as a tool, just as accountants learned to use spreadsheets. The professionals who’ll struggle are those who ignore AI, not those who master working with it.”

Quick Reference Card for Teaching Staff

When to Encourage AI:

Brainstorming sessions Breaking through writer's block Exploring multiple perspectives
Language polishing for ESL students Creating practice materials

When to Restrict AI:

Assessing fundamental understanding In-class closed-book exams Personal reflection tasks
Original research data collection Creative writing (depending on objectives)

Red Flag Phrases in Student Work:

- “It’s important to note that...”
 - “In today’s dynamic landscape...”
 - “A myriad of factors...”
 - Sudden shifts in writing sophistication
 - Perfect grammar after typically making errors
 - Generic examples instead of course-specific ones
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Implementation Timeline

Week 1: Introduction

- Use first-day script
- Discuss syllabus statement
- Run demonstration activity

Week 2-3: Exploration

- Low-stakes AI activity
- Share your own AI use
- Address initial questions

Mid-Semester: Check-in

- Survey student experiences
- Adjust policies if needed
- Share success examples

Final Weeks: Reflection

- Discuss AI's role in learning
- Prepare for professional use
- Evaluate policy effectiveness

Questions? Contact: michael.borck@curtin.edu.au

Version 1.0 - September 2025 / Adapt these templates to match your institutional policies and personal teaching style

AI Acknowledgement: AI tools were used in the initial drafting and development of this document. All content has been reviewed, refined, and validated through human expertise and professional judgment.