

Student Guide to ChatGPT

You are encouraged to [register for ChatGPT](#) to support your learning and to help improve your digital and information literacy. However, the tool is not recommended for HSC, TVET, and TPC students as NSW state schools have banned it. The current version has its limitations and the content generated is based on online content until 2021 (not necessarily from reliable sources) and may contain biases. Therefore, it is important to fact-check and critically analyse the generated output and discuss it in class with peers and teachers. Do not enter any sensitive or personal information while interacting with ChatGPT. This guide is specifically for ChatGPT, the tool that turned our attention to hundreds of other Generative AI tools. **Even though this guide is specifically for ChatGPT, the principles here apply to other Generative AI tools as well. See more information, examples, FAQs on [Generative AI](#).**

Personal Tutor

- Prepare for class by studying the topic before the class begins. Pre-reading can increase your interest and participation in class, allowing you to contribute to discussions and ask questions.
- Get further help on a topic you find hard to understand in class and are shy to ask in front of everyone. Remember the best option is to speak to your teacher one-on-one or during consultation times. But if that is not possible, ask ChatGPT for an explanation. You can interact with it as you would with your teacher except that the information may not always be accurate or current. After learning more from ChatGPT, you may feel more confident to discuss the topic with your teacher and participate in class discussions.
- Reinforce your learning, if you have completed all your class work and want to learn more by asking ChatGPT for additional questions related to your topic. You can work on these tasks and show your teacher or submit them to ChatGPT for evaluation.
- Take part in class work that your teacher that use ChatGPT to create an interactive learning experience.
- Ask to summarise your reading material.
- Request explanations in lower-level English if your reading includes complex English or high-level vocabulary. You can even specify the level of English you want by indicating the age or education level.
- Use it as a translator if you are not fluent in English. However, it is better to ask for explanations in simple English first as it gives constant translating will not help your proficiency level to increase. If several attempts at understanding simple English is not sufficient, then translate the material to your language. Be aware that the translation may not be accurate or fluent. If you have great ideas or discussion points but cannot express them in English, you can use it to translate to English.
- Use ChatGPT as an [assistive technology tool](#) if you have special learning needs. Note that you can use voice activation in certain browsers.
- Prepare for tests/exams, generate test questions on a specific topic, answer them, and receive feedback. However, give priority to complete the practice questions given by your teacher. Always clarify, confirm with your teacher any feedback from ChatGPT to practice tests/exams.

Assessments

- Follow the advice given by your teacher for each assessment. Check with your teacher always, as the appropriate use may vary with each assessment.
- Overcome procrastination and get confidence by asking the tool for tips and ideas to begin the task, Ask ChatGPT for feedback on your work and improve your answers but always remembering to critically analyse the feedback. Remember to acknowledge your use of the tool in the assessment.
- Check in-text citations and reference lists generated by the current version of ChatGPT as it is not always accurate.
- It is important to acknowledge the use of ChatGPT by either quoting directly or paraphrasing the source. We recommend the following format.
 - APA - In-text citation (Author, personal communication, March 14, 2023)
Example: OpenAI ChatGPT (personal communication, March 14, 2023) indicated that...

- Using block quotes “[generated content]” (ChatGPT OpenAI, 2022) if directly quoting from generated content.
 - Use **According to ChatGPT (OpenAI, 2022)** [write in your own words ideas you got from the tool] if you have got the information/concepts/ideas from the generated content but written in your own words.
 - Images and other media generated also needed to be referenced, for example **“Image generated by DALL-E OpenAI, 2022”**
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- Your teacher may also require the inclusion of prompts or response screenshots, depending on the assessment. There are some browser extensions that allow you to save your chat. For example, [SaveGPT extension](#) for Chrome and Firefox will allow you to save the chat history.
 - Acknowledge the use of ChatGPT. Presenting ChatGPT's work as your own, may result in request to meet with the teacher to confirm your understanding. Further meetings with Head Teacher or Course Coordinator may also be required. It may be considered a breach of Academic Integrity with serious consequences. Please read the policy relevant to your course ([VET students](#) or [Higher Education students](#)).