

Student Guidelines for Utilizing Generative AI Version 2.0

Updated 2026/04/15

Academic Affairs Steering
Committee

(Translation Notice)

This is an unofficial translation produced primarily via generative AI with minimal human oversight, and is provided for reference only. We accept no responsibility for the accuracy of the contents. To verify the accuracy, reliability, or validity of the contents of this translation, please consult the original Japanese materials.

Furthermore, any generative AI prompts provided in this document have been translated for conceptual understanding. Please note that the output and performance of AI models may vary significantly between the original Japanese prompts and their English translations.

Revision History

Date	Version	History
2026/04/15	Version 2.0	<ul style="list-style-type: none">• Added tools and checklists available on OMU• Revised the contents of the first edition
2024/03/04	Version 1.0	<ul style="list-style-type: none">• Version 1.0 creation

Introduction

In recent years, generative AI, such as ChatGPT, has become widely used in society and has become an indispensable tool for students in their daily studies and lives. While the rapid evolution of generative AI has made it increasingly convenient, excessive reliance on generative AI has the risk of depriving students of "Opportunity to think and learn for oneself" and damaging their growth and trust.

Therefore, we have created these guidelines so that you can effectively and safely use generative AI in your studies and research at OMU. We hope that you will be able to make wise decisions with a sense of responsibility while referring to these guidelines when using generative AI.

Please refer to the contents of these guidelines even when using the software in situations unrelated to OMU.

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1. Basic Approach

The basic approach to using generative AI in OMU's studies and research is summarized below.

(Use) Use generative AI tools provided by OMU (← New additions to version 2.0)

(Utilize) Use to deepen learning and research, and to enhance the efficiency of such activities

(Prohibition) Do not use against academic integrity

(Consultation) Consult teacher in charge of class (or your research advisor) if you are in doubt about whether or not to use the system

(Note) Use with general notes on generative AI

Details are provided on the following pages.

2. Recommended Tools

Use the generative AI tool provided by OMU

We **strongly recommend** the use of **OMU 365 Copilot "Google Workspace Gemini, NotebookLM," provided by OMU**, as the generative AI tool. Please observe the following precautions when using OMU.

① **When using OMU, you must be logged in with your OMU account.**

As long as you're logged in with a OMU account, the data you enter into the prompts won't be used to train the AI or provide answers to others. This minimizes the risk of personal information leakage and infringement of the rights of others.

If you use OMU via an unofficial app or browser extension, the above settings may not work. Avoid using them and **use the official web/official app instead.**

② **As a general rule, do not delete the history of your interactions with the AI.**

If you are logged in, your interactions with the AI will remain as a history unless you intentionally delete it. If you are later suspected of using the AI against academic integrity or copyright infringement, please retain the history so that you can be held accountable.

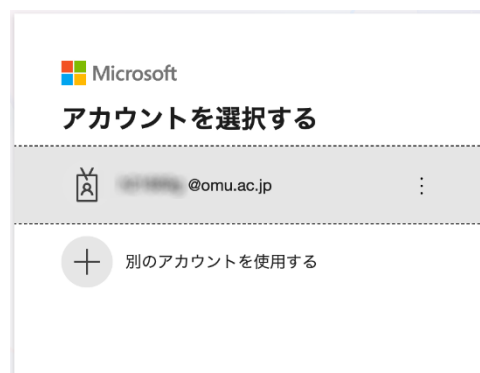
The following pages show how to access each tool.

2. Recommended Tools

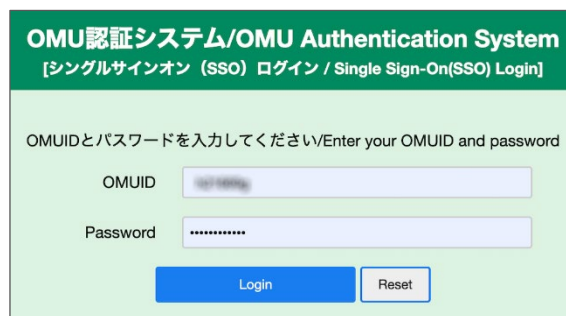
< Access 【Microsoft 365 Copilot】 >

① Go to the web page below (elective subjects your OMUID)@omu.ac.jp account).

<https://m365.cloud.microsoft/chat/?auth=2&home=1>



② A OMU authentication screen appears, enter your OMUID and password, and log in.



③ The Copilot screen appears. (Right)

Be sure to check that the "green shield check mark" is displayed.

This indicates that you are accessing a Copilot contract from your university and that your data is being handled securely.



2. Recommended Tools

< Accessing 【Google Workspace Gemini】 >

- ① Access the following web page and click the login button in the upper right corner.
<https://gemini.google.com/?hl=ja>

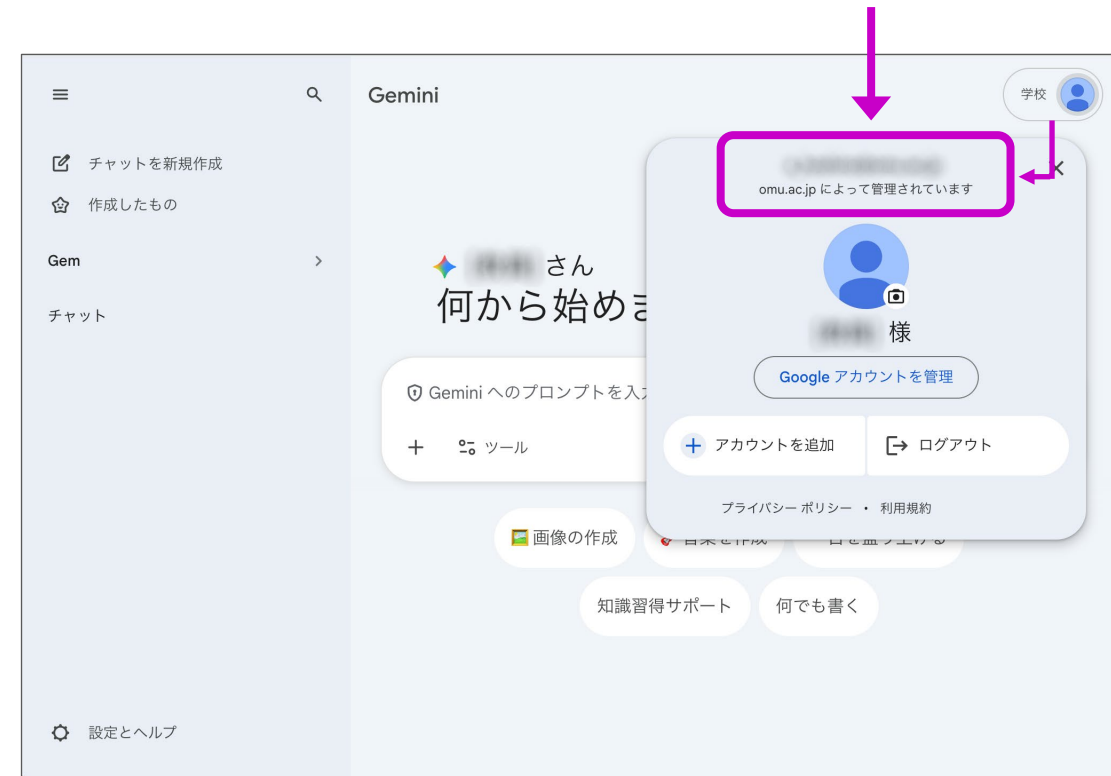


- ② (Open your OMUID)@omu.ac.jp account on elective subjects.



- ③ Enter your OMUID OMU and password to log in, and you'll be taken to Gemini. (Right)

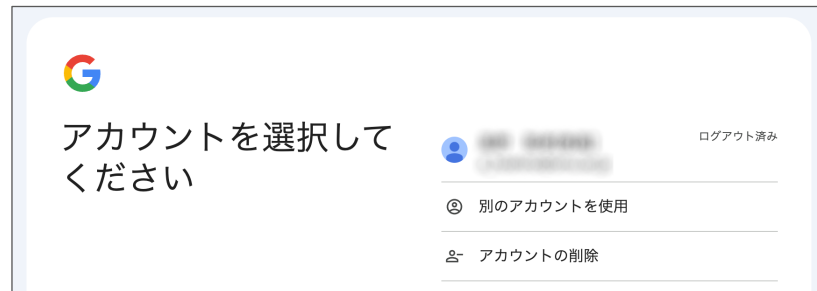
Make sure that "Managed by omu.ac.jp" is displayed.



2. Recommended Tools

< Accessing 【Google Workspace NotebookLM】 >

- ① Go to the web page below (elective subjects your OMUID)@omu.ac.jp account).
<https://notebooklm.google.com/>



- ② Enter your OMUID OMU and password to log in, and you'll be taken to the NotebookLM screen. (Right)

Make sure that "Managed by omu.ac.jp" is displayed.



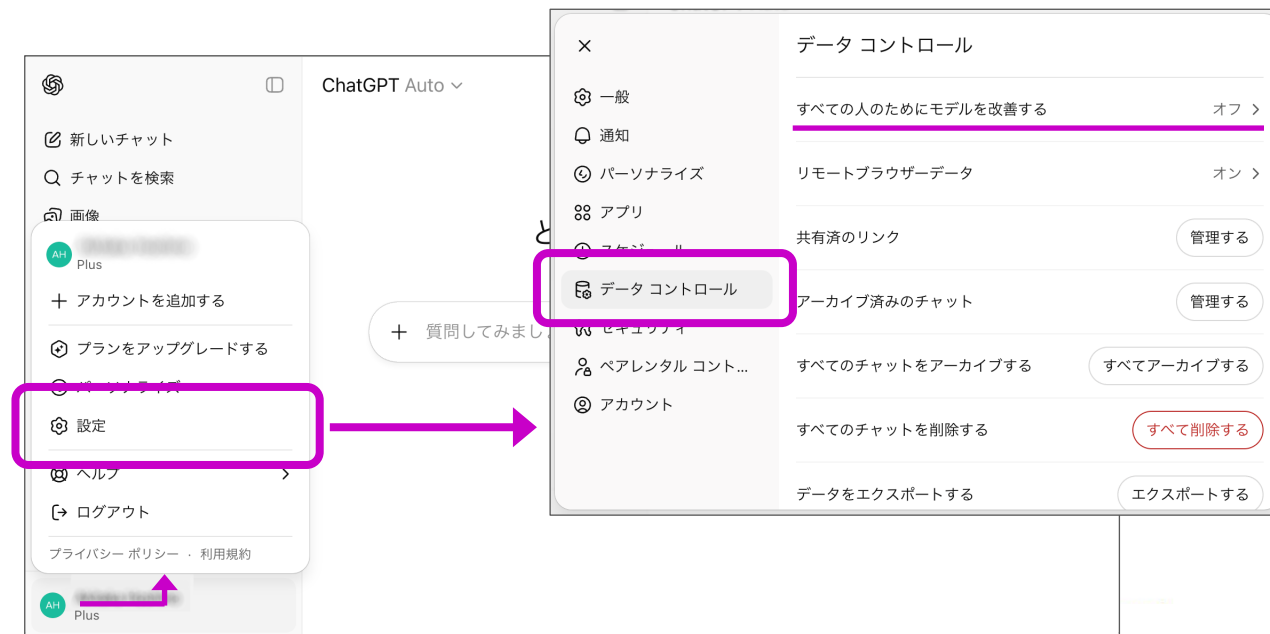
Q. Can I use other generative AI tools, such as ChatGPT and Claude?

A. We do not prevent you from using other generative AI tools, but please note the following points when using them:

- **Use reliable tools (do not touch suspicious tools)**
- Use an "**opt-out**" setting (that is, information entered will not be used for AI learning and will be protected)
- **Log in** to use and keep a **history** of interactions with generative AI

(Reference) ChatGPT "opt-out" setting

In the Data Control panel of the Settings screen, turn **off** **Improve models for everyone**.



3. How to use

Use AI to deepen learning and research, and to increase its efficiency

Use AI not only as a tool to generate answers or as a substitute writer, but as a companion to learning and research, like a tutor or a partner to beat walls, to deepen learning and research.

Examples of recommended use:

- Summarize complex concepts and create quizzes to check understanding
- Create ideas for thesis structure and check for logical inconsistencies
- Get hints for fixing bugs in the program

Undesirable use cases:

- Use for the sole purpose of "completing an assignment quickly and easily"

If you have been instructed by teacher in charge of class or your research advisor to restrict or prohibit the use of generative AI, please follow the instructions.

(Reference) A collection of links to sites introducing methods for using generative AI

- [大学生のためのAI活用アイデア集](#) (Google)(Ideas for University Students Using AI(Google))
- [大学生向けの100のチャット](#) (OpenAI) (100 Chatts for University Students (OpenAI))
- [Do more with Copilot : Learning & Education](#) (Microsoft) (Do more with Copilot : Learning & Education(Microsoft))
- [生成AIを用いた倫理的・効率的な英語論文執筆](#) (関西大学 水本篤 先生) (Writing Ethical and Efficient English Theses Using Generative AI (Professor Atsushi Mizumoto, Kansai University))

4. Prohibited items

Do not use against academic integrity

Academic integrity refers to an attitude that observes the six fundamental values shown in the diagram on the right, and can be said to be fundamental principles for correct behavior in education and research at the University.

Using generated AI to substitute thinking and work that should be done by students themselves and submitting the results as their own results is considered to be against academic integrity.

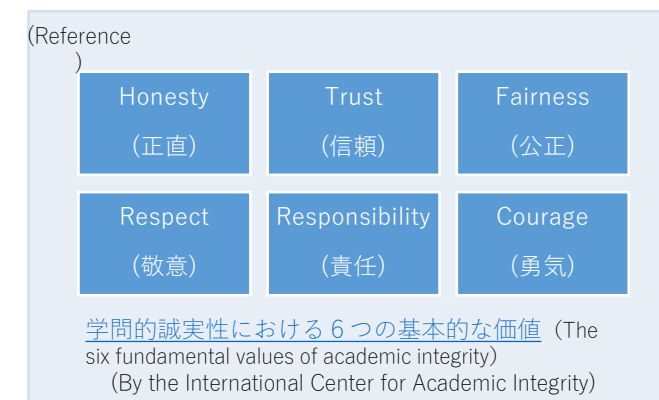
For this reason, the following activities are prohibited when submitting reports, essays, programming source code, and other assignments, as well as in situations where you are asked to answer questions or submit opinions.

- **Submitting the output of generated AI as your own or with only minor modifications**
- **Using generated AI beyond the scope of use or availability of generated AI provided by faculty members**
- **When reporting the use of generated AI is required, reporting content that differs from the actual content**

If you engage in any of the above activities, you may be treated as a academic misconduct.

Even in cases other than the above, please do not engage in any use that is judged to be contrary to academic integrity.

(Reference) OMU's class support system Moodle has a function to detect plagiarism (so-called copy-pasting) and AI-generated text in submitted reports. Faculty members may ask you to explain, so please work on the assignment with sincerity.



5. Contact Information for consultation

Consult your teacher in charge of class (or research advisor) if you are not sure whether to use it.

If you are unable to judge on your own whether the use of generative AI violates academic integrity, as for class, first check with **syllabus** to see if there are any warnings regarding the use of generative AI. Then, consult with **teacher in charge of class (In research, research advisor)**.

(Example 1) When writing an assignment report, is it acceptable to have generative AI create a sentence draft and use it as a reference to rewrite the sentence on your own?

In writing a report, it is possible to use generative AI in each stage, such as idea generation, information gathering, research, chapter preparation, sentence draft preparation, and revision. However, by using generative AI, you may not develop the skills that you should acquire through the assignment. Ask your teacher about the purpose of the assignment and what kind of usage is acceptable.

(Example 2) I am an international student and I am not good at Japanese. Can I use Generation AI to translate an assignment report written in my native language into Japanese and submit it?

If one of the objectives of the assignment is not to develop writing skills in Japanese, the teacher may approve. Or, if it is to revise a sentence written in Japanese, they may approve the use of Generation AI. Please talk to the teacher about how to use Generation AI for the assignment.

6. Usage Precautions - When entering prompts

Use Generated AI based on general precautions

There are several important precautions when using Generated AI.

The following are points to be aware of **when entering instructions (prompts) to Generated AI**.

① **As a general rule, enter only information that can be disclosed**

In order to prevent input information from being used for Generated AI training and output as a response to a third party due to incorrect settings or operation, as a general rule, enter only information that can be disclosed to the outside world. (**Do not enter personal or confidential information**)

② **Do not enter a prompt that requests output of a product that is similar to an existing work**

If you instruct the generator AI to output a product that is similar to an existing work by using a prompt, it may constitute copyright infringement. Do not enter a prompt that leads to a product that is similar to an existing work.

(NG example)

- "Write a new short story in Haruki Murakami's style."
- "Illustrating a girl walking in the forest with the same style as Studio Ghibli's animated movies."

③ **Do not use a product that violates public order, morality, or social ethics**

Do not use a product that violates public order, morality, or social ethics, such as asking for the output of a sentence that defames others, or asking for instructions on how to make a gun.

6. Usage Precautions - When using products

Use based on general precautions regarding AI generation

There are several important precautions when using AI generation.

The following are points to be aware of **when using the output (product) from AI generation**.

① Check the authenticity of the product (output text)

The output text from AI generation may **contain errors (hallucinations)**. It may also **reflect biased values and ethics**. **Non-existent papers and materials are often cited as references**. Do not simply believe the output; **verify its accuracy using primary information and reliable sources**, and critically **examine the output**.

② Indicate the use of products generated by Generation AI

If you publish (Issue reports, program source code, etc.) a work that uses products generated by Generation AI, even if only partially, please **make it clear in the work that Generation AI was used, including how it was used**. **If your faculty instructs you on the format, please follow them**.

(Example)- "Generative AI (Gemini) was used to refine the text of this report."

- ChatGPT (used in March 2026) Use: Revise sentences

Q. Can I load lecture materials distributed in class or materials on the Internet introduced by a teacher into Generated AI and use them for my own learning?

A. In principle, as long as the following conditions are met, it is not a problem to load Generated AI with copyrighted materials even if they are other people's works. (Example: Ask them to summarize, make a quiz to check their understanding, etc.).

- teacher in charge of class does not prohibit loading of handouts into Generated AI
- does not contain content that is prohibited by contract or terms of use from being loaded into Generated AI
- does not contain personal information (Name, student ID, etc.)

Be careful when you share text or images (products) created by AI with others, or **publish them to others** by including them in reports. Depending on the content of the products, expressions of the original work may remain, which **may constitute copyright infringement**.

(Reference site) [「AIと著作権について」文化庁](#) (“AI and Copyright” Agency for Cultural Affairs)

7. Checklist

Finally, the contents of these guidelines are summarized as a checklist. Please use it.

(Use)

- You use a Generated AI tool provided by OMU by logging in to your OMU account on the official website or official app.
- When using a Generated AI tool not provided by OMU, you log in and use a reliable tool with opt-out enabled.
- You keep a history of interactions with Generated AI.

(Utilize)

- You use Generated AI not to "finish tasks quickly and easily," but to deepen learning and research and to increase efficiency.

(Prohibition)

- You do not submit the output of Generated AI as is (or only partially modified) as your own work (product).
- You use Generated AI only within the scope instructed by your instructor.

(Consultation)

- When in doubt about the extent to which you should use Generated AI, you check syllabus or consult with your teacher in charge of class (or research advisor).

(Note)

- Personal or confidential information is not entered in prompts.
- Prompts requesting output of products similar to existing works are not entered.
- Use is not in violation of public order, morality or social ethics.
- Accuracy of generated AI output text is verified by checking primary information and other sources.
- Content of generated AI output text is critically examined.
- When publishing a work (product) that uses generated AI, use of generated AI is indicated in the work.

