Dear UJ Students,

Security Hints and Tips: Using ChatGPT Safely for University Assignments.

ChatGPT is a great tool to help brainstorm ideas, understand complex topics, or structure your assignments. It can guide your research and help you improve your writing. But remember **it's a support tool, not a shortcut**, and using it wisely is key to staying within academic rules.

Best Practices:

- **Use it to understand, not to copy**: Ask ChatGPT to explain a topic or help outline your ideas, don't submit AI-written content as your own.

- **Don't paste your full assignment brief**: Summarise the task or ask general questions instead.

- **Avoid sharing personal details**: Never include your student number, full name, or contact info in your prompts.

- **Check facts yourself**: ChatGPT may sometimes sound confident but be wrong, always verify with trusted academic sources.

- **Be honest**: Follow your university's guidelines on AI use. If unsure, ask your tutor how you're allowed to use it.

Used well, ChatGPT can help you learn more effectively, just make sure you're still doing the thinking.

ICS – Information Security