

# AI decision tree

A guide to help you decide when and how to incorporate artificial intelligence (AI) into your work.



\* Consult a supervisor or other person who can provide expertise.

### Accessibility

Does the tool meet or exceed the standards of Web Content Accessibility Guidelines (WCAG)?

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**No**

See if this poses a barrier to access; seek consultation if unsure.

**Yes**

Redesign task to eliminate use of personal information.

8

### Privacy and Security

Will the users of the tool be inputting personal information into the system?

### Copyright

Could copyright rules be violated with the use of the tool in the manner intended?

9

**Yes**

Pause and reconsider use.

**Yes**

Redesign usage in a way that doesn't circumvent critical thinking.

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### Critical Thinking

Does the potential exist for critical thinking to be avoided by use of this tool by learners, staff, or faculty?

### Transparency

Are all stakeholders informed of the desire to use AI in this way, and do they approve?

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**No**

Inform stakeholders of intended use and ask for consent. Do not use the tools without consent.

**Yes**

Consider how the tool could be used to enhance opportunities for human connection.

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### Human Connection

Does the use of AI significantly reduce human connection in a course or work project?

For more useful tips on how to incorporate AI into your work, visit:  
[ecampus.oregonstate.edu/ai](https://ecampus.oregonstate.edu/ai)



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