

Kelley Student AI Playbook

Kelley School of Business, Indiana University, August 2026

We use AI at Kelley.

We can use AI to explore ideas from more angles, stress-test our reasoning, get feedback on a draft, and attempt work we couldn't attempt alone. You're entering a profession where **AI fluency is assumed**, and Kelley is where you build it: openly, with support, and alongside faculty who are experimenting right beside you. This playbook isn't a list of restrictions. It's the set of habits that makes AI a genuine amplifier of your learning, critical thinking, ethical behavior, and judgment. Those habits are **your Kelley advantage**.

Five Principles

1

Use AI to support learning - don't outsource understanding.

Learn it first. AI extends what you know; it can't know it for you.
The bar. Explain, adapt, and defend everything you submit.
Study better, not longer. Let AI quiz you and attack your argument.

2

Read the assignment - AI rules are set per assignment.

REQUIRED **PERMITTED** **LIMITED** **PROHIBITED**
Look for the level. every assignment states one of these four. Don't see it? Ask before you submit; that question is always welcome.

3

Verify everything and own your work.

Check the details. AI is often confidently wrong: in text, code, images, and data.
Show your receipts. Keep drafts, version history, and notes.

4

Disclose when required.

Disclose. If AI meaningfully shaped your analysis, writing, code, or visuals, say so when the assignment asks.
Disclosure isn't citation. One says how the work was made; the other credits sources.
The normal formula. Name the tool, how you used it, what you checked or changed.

5

Other people's content is not yours to paste.

Never upload teammates', client, or employer information; NDA material; licensed cases and datasets; research data; passwords or keys.
Use your IU login. Approved tools are listed at kelley.iu.edu/ai.

Authentically Kelley

Before You Submit

Five checks. Every assignment. Every time.

OWN YOUR WORK

1 I understand and can **defend this work verbally** without the assistance of any resource or tool.



2

FOLLOW THE RULE

I followed the **assignment's AI rule**.



3

VERIFY EVERYTHING

I **verified** important claims, sources, calculations, and outputs.



4

DISCLOSE AI USE

I **disclosed material AI use** when required by the assignment.



5

PROTECT INFORMATION

I **protected** private, confidential, licensed, and third-party information.



ALL FIVE? SUBMIT WITH CONFIDENCE →

Keep Exploring

Exploring new tools on your own, using public or invented content, is a good way to stay current. Always remember Principle 5, and be cautious with AI agents that can read your files or act on your behalf. AI agents that can read your files or act on your behalf, but you are responsible when you agreed to IU's Acceptable Use Agreement.

[AI at Kelley](#) · [AI at IU](#) · [Approved AI services and data-use matrix](#) · [Learn with AI](#)



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The Five Principles, In Practice

	PRINCIPLE	WHAT IT MEANS	IN PRACTICE
1	Use AI to support learning & you can't outsource understanding	AI can accelerate your work but it cannot understand anything for you. The fundamentals you master now are the foundation every later skill rests on.	→ Explain, adapt, and defend everything you submit. If you can't explain it, don't hand it in. → Study better, not longer: have AI quiz you, explain a concept a different way, or attack your argument.
2	Read the assignment as AI rules are set per assignment	Instructors set AI expectations per assignment, and every restriction is tied to a reason. Four levels: AI required, permitted, limited, or prohibited.	→ Check the assignment's AI rule before you start, not after you've worked. → When in doubt, ask before you submit. That question is always welcome.
3	Verify everything & own your work	AI is often confidently wrong: false facts, fabricated citations, flawed reasoning, biased results, insecure code — in images, slides, and data as well as text.	→ Check important claims against authoritative sources and test outputs before relying on them. → Show your receipts: keep drafts, version history, and notes.
4	Disclose when required	Disclose AI that meaningfully shaped your analysis, writing, code, or visuals; incidental help (spelling, formatting, accessibility) doesn't need it. Disclosure says how the work was made; citation attributes ideas and sources.	→ Rule of thumb: state the tool, how you used it, and what you double-checked or changed. → Passing off AI-generated work as your own is academic misconduct.
5	Other people's content is not yours to paste	Unless your instructor has confirmed the exact tool and use, never upload teammates' work, client or employer information, NDA-protected or licensed material, research data, or credentials.	→ Sign-in to AI with your official IU account for coursework to ensure data privacy. → Approved tools are free with your IU login; the current list lives at uits.iu.edu/ai.

Tools, accounts, and cost

You will never be required to use an unapproved tool or to pay for one unless it is part of the official course, like a textbook or course fee.

Before You Submit - five checks, every assignment, every time: ☐ I followed the assignment's AI rule. ☐ I understand and can defend this work without the assistance of any resource or tool. ☐ I verified important claims, sources, calculations, and outputs. ☐ I disclosed material AI use when required by the assignment. ☐ I protected private, confidential, licensed, and third-party information.

AI disclosure: This playbook practices what it asks of you. We used multiple AI tools to draft, revise, and design it, including the graphics and tables. Every claim was verified and every word reviewed, edited, and approved by Kelley. The judgment is ours.