

| | | | |
|--|--|------------------------------------|----------------|
| SUBJECT: Artificial Intelligence | Effective Date: 9-24-24 | Policy Number: 12.16 | |
| | Supersedes: NEW | Page 1 | Of 3 |
| | Responsible Authority: Associate Provost and Chief Information Officer, Office of Information Technology | | |

I. APPLICABILITY/ACCOUNTABILITY:

This policy applies to any University employee, student, or others (i) with access to University Data seeking to utilize artificial intelligence (AI) products while conducting university business or academic activity related to the university and/or (ii) using AI for University-related academic or administrative purposes. The purpose of this policy is to provide guidance on the use of AI for university operations and instructional use to ensure that such technologies are used in an appropriate and safe manner.

II. DEFINITIONS:

- A. *University Data*: Any information maintained by the University or information to which a University constituent is provided access based on the constituent’s University status. University Data does not include information that is publicly available on the University’s websites or otherwise.
- B. *Artificial Intelligence*: For the purposes of this policy, Artificial Intelligence refers to the capability for computer systems to make decisions resembling human reasoning or performing tasks that would ordinarily require human intelligence.

III. POLICY STATEMENT:

Artificial Intelligence (AI) is an emerging technology that is providing new capabilities or enhancements to knowledge and skill-based tasks and provides many potential benefits to the learning and teaching environment. However, AI also comes with new risks to data, decision-making, and academic activities that must be considered when utilizing these new technologies.

A. Considerations regarding the use of AI

AI that generates content may generate content that violates applicable copyright and other intellectual property laws. Users must ensure such concerns are addressed prior to using such material in an official University capacity. AI often generates inaccurate, false, or exaggerated information. Users should approach any generated content with skepticism – particularly when such information is being used to inform decisions or provides negative information about a

person, thing, or place. AI may provide biased or harmful information. Users should review any information generated by AI and adjust as necessary rather than using generated content as-is. Users should review all content prior to use since AI may generate content in a manner of speech that is uncommon, giving it an unnatural or unusual tone. AI-generated content may be subject to public records requests.

B. General Use of AI at FAU

The use of Cloud-based AI tools is subject to the review and approval process defined in [Policy 12.9 – Cloud Service Providers](#) for any use of AI tools for university business. The Office of Information Technology (OIT) will provide guidance on approved AI services, tools, and providers on the OIT website at <https://www.fau.edu/ai>. University Data may not be utilized with AI services unless appropriate contractual and data-privacy commitments are in place for any use of AI tools for university business. User of AI tools are required to follow any applicable intellectual property laws, university policies or regulations, or applicable Federal and State policies and regulations.

C. Use of AI for Administrative Operations

AI may be used to augment or enhance administrative functions at FAU, and its use is encouraged in situations where University data protections are in place and such technologies enhance efficiency, provide cost savings, or other benefits to the University. AI tools cannot be used to make a final decision in decision-based processes that directly affect humans including, but not limited to admissions decisions, adjudications, and financial aid decisions. AI tools may be used to help inform such decisions, but final determinations must be made by a person.

D. Use of AI for Academic Purposes

Output generated by artificial intelligence (AI), e.g., written words, computations, code, artwork, images, music, etc., is drawn from previously published materials and thus is not your own original work. Policies related to AI use are decided by the individual faculty and apply only for their specific assignments in their specific courses at FAU. The assignment instructions will indicate when and how the use of AI is permitted in a specific assignment. It is the student's responsibility to conform to the instructor's expectations for each assignment in each course. For tests, exams, quizzes, or other assessments AI use is prohibited unless specifically authorized in writing.

E. Use of AI for Personal Purposes

The use of AI tools not provided by the University for personal use may be permitted provided such use does not involve the use of University Data and is not used for FAU-related administrative or academic purposes. Personal use of AI tools provided by the University will be defined on the OIT website at <https://www.fau.edu/ai>. University-provided tools that are permitted for personal use will be defined and limitations will be specified on the guidance page.

IV. SANCTIONS



Violations of the policies and laws described herein by an employee or student are grounds for disciplinary action up to and including termination or expulsion in accordance with applicable University and the Florida Board of Governors regulations and/or collective bargaining agreements. Such disciplinary actions may also include reprimand or suspension. Violations of these policies and laws by any users are grounds for terminating their use of University technology resources and other appropriate sanctions.

Disciplinary or other action taken by the University does not preclude the possibility of criminal charges, as appropriate. The filing of criminal charges similarly does not preclude action by the University.

V. RELATED INFORMATION

Additional guidance concerning general employee and student conduct can be found in [Regulation 4.007 \(Student Code of Conduct\)](#), the [Employee Handbook](#), and the [Faculty Handbook](#).

INITIATING AUTHORITY: Associate Provost and Chief Information Officer, Office of Information Technology

POLICY APPROVAL
(For use by the Office of the President)

Policy Number: 12.16

Initiating Authority

Signature: _____ Date: _____

Name: _____

Policies and Procedures

Review Committee Chair

Signature: _____ Date: _____

Name: _____

President

Signature: _____ Date: _____

Name: _____
