

POLICIES

Issued *TBD*

**Responsible
Official** Vice President for Finance and
Administration and Vice President for
Legal Affairs and Organizational Strategy

Responsible Office Finance and Administration and Legal
Affairs

Policy Statement

Austin Peay State University recognizes the diverse potential benefits and challenges of generative AI tools across academic areas. The use of these tools within the academic setting must be responsible, ethical, and subject to reasonable guidelines and adherence to the university's honor code.

Purpose

The purpose of this policy is to guide the use of Generative Artificial Intelligence tools, such as language models, deep learning algorithms, or other similar technologies, while maintaining academic integrity, promoting originality, and fostering responsible use of AI technology.

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- State of Tennessee Generative AI Policy

Definitions

Artificial Intelligence	Computer systems simulating human intelligence, such as learning and reasoning, to perform tasks.
Generative Artificial Intelligence (GAI)	AI that can create new content from scratch, such as text, images, and code.
Fair Use	The legal right to use copyrighted material for purposes such as teaching, research, and commentary.

Procedures

- A. Guidelines for Use
1. **Instructor Discretion:** Instructors have the discretion to set their own policies for the application of GAI tools in their courses. These guidelines should be detailed in the course syllabi and clearly conveyed to students.
 2. **Proper Citation and/or Disclosure:** Any work produced using GAI tools must be appropriately cited and/or disclosed, giving credit to the AI technology utilized. Failure to cite the use of GAI in academic work will be considered a violation of the university's honor code.
 3. **Academic Integrity:** The use of GAI tools should not compromise academic integrity. Students and researchers are expected to use these tools as aids or supplements to their creative and intellectual work, rather than relying solely on AI-generated content.
 4. **Educational and Work Purposes:** The use of GAI tools should primarily serve educational or research purposes, enhancing learning, creativity, and innovation within the academic context. The use of GAI tools by faculty and staff should primarily be used for work productivity and administrative tasks.
 5. **Responsible Use:** GAI tools should be used responsibly, respecting legal and ethical considerations, privacy rights, and intellectual property laws. Users should not engage in activities that may cause harm, propagate misinformation, or violate any university policies or local regulations.

6. AI Detection Tools: Since the introduction of AI tools, there has been a parallel rise in tools claiming accurate detection of AI-generated work. As with any form of detection software, there are risks of misidentification, which can have consequences in the classroom. Faculty must include the use of these tools in any discussion with students around course policies, making clear why and how such services may be used in the course. As with other plagiarism detection tools, AI detection should be treated as a guideline and not a grading metric. Results from AI software should not be the only measure of whether a student has plagiarized his/her work.

B. Fair Use of GAI-Generated Content

AI Detection Tools: Since the introduction of AI tools, there has been a parallel rise in tools claiming accurate detection of AI-generated work. As with any form of detection software, there are risks of misidentification, which can have consequences in the classroom. Faculty must include the use of these tools in any discussion with students around course policies, making clear why and how such services may be used in the course. As with other plagiarism detection tools, AI detection should be treated as a guideline and not a grading metric. Results from AI software should not be the only measure of whether a student has plagiarized his/her work.

C. Data Security

Restricted and Private data must be protected when using GAI tools, in accordance with applicable laws and regulations. The university will implement appropriate security measures to protect user data collected through approved GAI tools. The university has several policies (Appendix A) that safeguard institutional data, which university faculty, staff, students, and affiliates must follow. Those using generative AI in their work should consider what data they are using and whether or not such data usage is prohibited by university policy or otherwise generally cautioned against.

D. Consequences of Violation

1. Students
 - i. Unauthorized use of GAI tools or failure to properly cite GAI-generated content may result in disciplinary action, including grade reduction, academic

probation, suspension, or expulsion, as per the university's established procedures.

- ii. Faculty may impose appropriate academic penalties for confirmed policy violations.

2. Faculty and Staff

Confirm use of GAI tools by faculty or staff that violate APSU acceptable use policies will be handled through respective progressive discipline policies.

E. Education and Training

The university will provide education and training programs to promote responsible GAI use and data security.

F. Review and Assessment

This policy will be subject to periodic review to ensure its alignment with evolving legal, ethical, and technological considerations. Any necessary updates or revisions will be made in consultation with relevant stakeholders.

Links

State of Tennessee Generative AI Policy

<https://www.tn.gov/lawsandpolicies/policies/information-systems-council--isc--policies/information-systems-council--isc--policies-main-redirect/isc-information-resources-policies/isc-policy-3-00--generative-artificial-intelligence--ai-.html>

Revision Dates

APSU Policy 1:029 – Issued: TBD

Subject Areas:

Academic	Finance	General	Human Resources	Information Technology	Student Affairs
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Approved

President: (sign upon approval)

Appendix A

APSU Policies Relevant to Prohibited Use of Artificial Intelligence

Prohibited Use	Explanation	Relevant APSU Policy
<p>You may not enter any sensitive, private, restricted or otherwise protected data into any unauthorized generative AI tool or service. This information includes but is not limited to:</p> <ol style="list-style-type: none"> 1. FERPA-protected information, such as: <ul style="list-style-type: none"> - APSU card ID photos - University Directory data - University non-directory data such as student ID numbers - Work produced by students to satisfy course requirements - Student names and grades - Student disability-related information 2. Health information protected by HIPPA 3. Information related to employees and their performance 4. Intellectual property not publicly available 5. Material under confidential review, including research papers and funding proposals 6. Information subject to export control 	<p>The university is obligated to protect sensitive information to comply with applicable state and federal privacy and security laws and regulations. Access to protected institutional data must be authorized and managed to protect individual privacy, maintain promised confidentiality, and ensure appropriate access and use.</p>	<p><u>APSU Policy 1:020 (Confidentiality of Student Records)</u></p> <p><u>APSU Policy 2:047 (Intellectual Property, Patents, and Copyrights)</u></p> <p><u>APSU Policy 4:040 (Personally Identifiable Information (PII))</u></p> <p><u>APSU Policy 4:042 (Information Security and Data Classification Policy)</u></p> <p><u>APSU Policy 5:038 (Personnel Records)</u></p> <p><u>APSU Policy 6:001 (Equal Opportunity, Harassment, and Nondiscrimination Policy for all Faculty, Students, Staff, Applicants and Third Parties)</u></p>
<p>You may not upload any data that could be used to help create or carry out malware, spam and phishing campaigns or other cyber scams.</p>	<p>System IT resources may not be used to disseminate unauthorized email messages.</p>	<p><u>APSU Policy 4:029 (Acceptable Use of Information Technology Resources)</u></p>

Prohibited Use	Explanation	Relevant APSU Policy
<p>You may not direct AI tools or services to generate or enable content that facilitates sexual harassment, stalking or sexual exploitation or that enables harassment, threats, defamation, hostile environments, stalking or illegal discrimination.</p>	<p>University policy prohibits discrimination or harassment on the basis of protected class. University Policy prohibits sexual harassment, stalking, dating violence, and domestic violence. University Policy prohibits discrimination on the basis of disability.</p>	<p><u>APSU Policy 5:028 (Healthy Workplace Policy)</u></p> <p><u>APSU Policy 6:001 (Equal Opportunity, Harassment, and Nondiscrimination Policy for all Faculty, Students, Staff, Applicants and Third Parties)</u></p>
<p>You may not use AI tools or services to generate content that helps others break federal, state or local laws; institutional policies, rules or guidelines; or licensing agreements or contracts.</p>	<p>System IT resources may not be used to violate laws, policies or contracts.</p>	<p><u>APSU Policy 4:029 (Acceptable Use of Information Technology Resources)</u></p> <p><u>APSU Policy 4:031 (Identity Theft Prevention)</u></p> <p><u>APSU Policy 4:041 (Safeguarding Nonpublic Financial Information)</u></p>
<p>You may not use AI tools or services to infringe copyright or other intellectual property rights.</p>	<p>System IT resources may not be used to violate copyright or other intellectual property laws. Entering copyrighted material into a generative AI tool or service may effectively result in the creation of a digital copy, which is a copyright violation. Feeding copyrighted material into a generative AI tool or service could “train” the AI to output works that violate the intellectual property rights of the original creator. In addition, entering research results into a generative AI tool or service could constitute premature disclosure, compromising invention patentability.</p>	<p><u>APSU Policy 2:037 (Use of Copyrighted Materials)</u></p> <p><u>APSU Policy 2:047 (Intellectual Property, Patents, and Copyrights)</u></p> <p><u>APSU Policy 4:029 (Acceptable Use of Information Technology Resources)</u></p>