

Augusta University

Policy Library

Artificial Intelligence Policy

Policy Manager: Office of the Provost

POLICY STATEMENT

Artificial Intelligence (AI) tools and technologies can enhance university learning experiences, foster innovation in research, and improve administrative efficiency. However, it is crucial to ensure that AI is used responsibly and ethically to uphold the values of academic integrity, equity, and privacy. The Augusta University (AU) community is encouraged to use these tools responsibly, ensuring alignment with the university's values, safeguarding sensitive data, and complying with federal and state laws and regulations, as well as University System of Georgia (USG) and AU policies.

The intent of this policy is to provide general guidance on the use of AI at AU so that AU can leverage the use of AI as a tool while ensuring it continues to meet legal obligations and act in an ethical manner. The use of AI at AU should never compromise AU's core values or introduce undue risk to the organization. Rather, the use of AI at AU should be focused on improving business efficiencies and enhancing AU's ability to fulfill its mission. It is important to remember that AU is a state educational institution with collaborative research efforts and students around the globe. With this global span of users this policy is accordingly written to provide overarching guidance based on global standards for the use of AI. Users should be cognizant when using AI at AU that they think about the impacts of their decision to use AI, as the use of AI in some countries may not be permitted in others.

This policy establishes a framework for responsible, ethical, transparent, and appropriate AI use, while addressing risks like misuse and misalignment. It provides examples of beneficial AI usage in higher education and outlines best practices for protecting against unauthorized access, reducing security risks, and ensuring compliance with regulations. It also links existing AU policies and data governance to AI contexts.

This policy applies to all faculty, staff, and students at the university and governs the use of AI in teaching, learning, research, and scholarly communication.

AFFECTED STAKEHOLDERS

Indicate all entities and persons within the Enterprise that are affected by this policy:

- ☒ Alumni ☒ Faculty ☒ Graduate Students ☒ Health Professional Students
☒ Staff ☒ Undergraduate Students ☒ Vendors/Contractors ☒ Visitors
☐ Other:

DEFINITIONS

These definitions apply to these terms as they are used in this policy:

- Artificial Intelligence (AI):** The term "artificial intelligence" or "AI" has the meaning outlined in United States Code 15 U.S.C. 9401(3): "The term 'artificial intelligence' means a machine-based system

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that can, for a given set of human-defined objectives, make predictions, recommendations or decisions influencing real or virtual environments. AI systems use machine and human-based inputs to-

- a. perceive real and virtual environments.
- b. abstract such perceptions into models through analysis in an automated manner; and
- c. use model inference to formulate options for information or action.”

2. Generative AI: Generative AI includes any machine-based tool designed to consider user questions, prompts, and other inputs (e.g., text, images, videos) to generate a human-like output (e.g., a response to a question, a written document, software code, or a product design). Generative AI includes both standalone offerings such as ChatGPT, Bard, Stable Diffusion, and offerings that are embedded in other software. The term 'AI' used herein encompasses Generative AI (GAI).

3. Sensitive Information is information maintained by a USG organization that requires special precautions to protect from unauthorized use, access and disclosure guarding against improper information modification, loss or destruction. Sensitive information is not exempt from disclosure under the provisions of the Open Records Act or other applicable state or federal laws but is not necessarily intended for public consumption.

4. Confidential Data encompasses information subject to limitations on accessibility and distribution, as dictated by legal and contractual obligations. This category includes data whose inappropriate use or disclosure could detrimentally affect the institution's mission accomplishment.

POLICY

1. Guidelines for Use and Ethical Principles. The following principles must be followed when considering using an AI system at AU:

- a. Users are responsible for verifying the accuracy of AI-generated information and ensuring it is error-free and unbiased. AI systems are trained on data that may contain inherent bias. Users of these systems are responsible for reviewing any AI-produced content for bias and correcting it as necessary. Additionally, users must comply with copyright and intellectual property laws, avoid infringement, and guarantee that all content meets legal standards.
- b. All AI-generated content must be thoroughly reviewed to evaluate such content for accuracy as well as general proofing and editing. AI-generated content should be viewed as a starting point, not the finished product. Like any content at AU, AI-generated content should conform to the look and feel of the AU brand and voice.
- c. Confidential, sensitive, regulated data or non-public AU information must never be put into an open AI system.

- d. The use of an AI system must be disclosed to capture institutional knowledge. For example, if AI is used to create code and included in a larger section of code, there must be documentation as to which code section is AI-derived and who reviewed it.
- e. The use of an AI system must comply with any terms of use or contractual limitations. Users should have all terms or use or contracts for AI systems reviewed by the Legal Department to ensure compliance with contractual obligations in using an AI system.
- f. *Compliance with Data Privacy Laws, Regulations, and Policies.* AI users and tools must adhere to all applicable laws and regulations as well as USG and AU data policies. The collection and use of human-related data should be based on informed consent. AU employees may access sensitive data such as personnel records, student information, protected health information, intellectual property, and research data, but accessing AU data with or without authorization does not imply permission for use in AI models.
- g. *Transparency in Data Collection and Usage.* In use of human-related data, AI users should adhere to ethical standards, regulations, policies, and safeguard the rights and privacy of human participants. For details on conducting research with human subjects, refer to AU's Human Research Program.
- h. *Privacy and Confidentiality.* All data utilized in AI projects must be managed per the University's policies on data privacy. The user is responsible for determining whether privacy impact assessments need to be conducted by AU through its relevant offices. Personally identifiable information must be protected through stringent data collection practices and adherence to user permissions.
- i. *Transparency in Decision-Making.* Users should explain how AI is used in decision-making. AI should not replace human-centered approaches or be used for automated decisions in university processes. Users who create content using artificial intelligence must clearly disclose the involvement of AI in the content creation process. Faculty who develop instruction using AI and build assignments anchored in AI shall acknowledge attribution.
- j. Users may only transfer, disclose, upload, or share information in AI software or AI enabled software or tools that is permitted under AU policies and federal and state laws and regulations.
- k. With regard to the use of AI in academic activities, instructors and faculty should explicitly outline their AI use expectations for students, clearly defining the boundaries between acceptable and unacceptable uses. Students using AI must follow individual instructors' expectations outlined in teaching materials and the classroom. (See Academic Honesty Policy).
- l. *Ethical Principles.* All users will adhere to ethical principles through use of AI, such as fairness/mitigation of bias, accountability, free from hallucinations, transparency, human

oversight, accessibility, and safeguards against prompt injections. Accordingly, any use of an AI system at AU should conform to AU privacy and data policies.

2. Procurement of AI tools/software. Users seeking to purchase or use software or tools that use AI technology should follow the AU software IT and procurement policy.

3. Student Use of AI tools. The Office of Student Affairs and the Office of Academic Affairs will ensure guidelines are published on the proper use for AI as used amongst the student population in accordance with the AU *Academic Honesty Policy* and other policies as applicable.

4. Training. All AU users who interact with AI systems or AI generative tools must be trained on this policy during on-boarding and yearly thereafter. Additionally, specific departments or functions at AU may require more specific training on the use of AI systems and/or generative tools for the department or function.

5. Research Use of AI tools. Researchers are required to adhere to minimum disclosure standards for the use of AI in research and publications. All research using generative AI software or tools must be disclosed to IRB, AU AI governance committee and the AU Division of Sponsored programs before use. Implementation of the following may be helpful: templates for disclosure statements and examples of compliant publications.

6. Reporting. Any user aware of any conduct that may violate this policy has a responsibility to report it. Individuals are encouraged to make reports through normal reporting relationships. All reports of suspected misconduct or non-compliance will be investigated by Human Resources, Legal Counsel, or other appropriate parties. Unintended upload or sharing of sensitive data with an AI system or tool must be reported to Privacy immediately.

RESPONSIBILITIES

The President will appoint an AI governance committee co-chaired by the Provost (or designee) and the Chief Information Officer (CIO) to ensure ethical use of AI and compliance with regulatory requirements and policies and provide review and determination on any exception to this policy. That committee will ensure that policies and procedures align with the guidelines outlined in the Artificial Intelligence Guidelines: A USG IT Handbook and that they are applied in accordance with the standards, procedures, and guidelines provided in the Academic & Student Affairs Handbook.

AI tools should be inventoried with the required information in accordance with USG policies, to include but not limited to: Name, Vendor, AI Type, AI model type, description of how data interacts (institutional/student data), data storage and purpose of tool.

The Office of Academic Affairs and The Office of Student Affairs. The offices will develop and maintain guidance regarding the ethical use of AI for the academic environment. The offices will also develop and maintain guidance to ensure AI tools used in academic contexts comply with applicable

laws, regulations, and industry standards; and ensure data used with AI tools is collected and processed in compliance with privacy laws (e.g., FERPA, GLBA, CCPA).

Office of Faculty Affairs. The Office of Faculty Affairs will ensure guidance is published and maintained for faculty on the ethical use of AI, specifically as it pertains to Faculty Affairs and production of scholarly communications.

The office of Faculty Affairs will also oversee the use of AI in producing scholarly communications, such as literature reviews, grant proposals, academic writing, and publishing, should include disclosures of use and a thorough review of the content generated by the AI tool to ensure accuracy and avoid including information that infringes on intellectual property or copyright. Authors should adhere to specific policies and guidance from funding agencies and publishers.

CONFLICT WITH BOARD OF REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA POLICIES. In the event of a conflict between this Policy and the official Policy of the Board of Regents of the University System of Georgia, the Board of Regents of the University System of Georgia's Policy shall prevail.

REFERENCES & SUPPORTING DOCUMENTS

USG Artificial Intelligence Guidelines: A USG IT Handbook Companion Guide

GTA Standard: Artificial Intelligence Responsible Use (SS-23-002)

GTA Guidance: 5 Guiding Principles

GTA AI Selection Guidance

Georgia Open Records Act

Health Insurance Portability and Accountability Act

Educational Records Protected Under the Family Educational Rights and Privacy Act (FERPA)

GLBA (Gramm-Leach-Bliley Act) Data

AI Export Controls of Regulated Data (Regulations 3A090 and 4A090)

HIPAA (Health Insurance Portability and Accountability Act) Data

The IIA's Artificial Intelligence Auditing Framework

RELATED POLICIES

BOR Policy: 6.28 Artificial Intelligence in Academic Contexts

USG Policies

Procurement of Information Technology Policy

Academic Honesty Policy

Sanctions for Privacy and Cybersecurity Violations

Privacy of Health Information

Data Management and Classification Policy

Record Retention Policy

APPROVED BY:

Executive Vice President for Academic Affairs and Provost, Augusta University
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President, Augusta University
Date: 8/7/2025