ACCEPTABLE USE POLICY FOR PUBLIC AI SOLUTIONS

SLT 11.16

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Approved By:

- Senior Leadership Team

Responsible Office:
Information Technology

POLICY

This policy applies to all members of the GVSU community, including students, faculty, staff, and any external partners engaged in activities involving AI in relation to university projects.

POLICY STATEMENT

Introduction

At Grand Valley State University (GVSU), we recognize the value of artificial intelligence (AI) in contributing to human creativity, accessibility of information, and intellectual growth and are, therefore, committed to the responsible use of AI. This policy provides a framework for the ethical, legal, and responsible use of these technologies, ensuring such use aligns with our institutional mission, vision, and values.

Purpose

- To govern the use of AI and AI generative solutions at GVSU.
- To ensure these technologies are used in a way that upholds legal and ethical standards, respects privacy, and promotes transparency.
- To provide clear guidelines for all stakeholders within the GVSU community regarding the use of AI technologies.

Permitted Uses

The use of AI and AI generative solutions is generally permitted within the GVSU community, subject to the provisions of this policy and all other applicable University policies governing AI, including but not limited to individual course policies regarding the use of AI by students or other GVSU policies regarding the use of AI by faculty or staff.

Any users of AI or AI generative solutions should ensure such use does not introduce or amplify unjust bias, should disclose such use to recipients of any information generated, must uphold all privacy laws and safeguard data, and comply with all GVSU policies and procedures.

Prohibited Uses

The following activities are strictly prohibited when using public AI generative solutions:

1. **Malicious Use:** Users must not use AI generative solutions for any malicious purposes, including but not limited to creating harmful, defamatory, or fraudulent content.
2. **Harassment/Discrimination:** Language that would violate university policies protecting against harassment and discrimination.
   a. Policy Prohibiting Title IX Sexual Harassment, Sexual Misconduct, and Discriminatory Harassment
3. **Impersonation:** Generating content that impersonates another individual or entity with the intent to deceive or defraud is prohibited.
4. **Illegal Activities:** Users must not generate content that promotes or facilitates illegal activities or infringes on the intellectual property rights of others.
   a. Information placed into AI must comply with all legal and regulatory requirements and GVSU's information security policy.
   b. Community members should also be aware of how AI models use the data provided to train their models.
5. **Personally Identifiable Information:** The entering into any AI or AI generative solution of any personal protected information, such as information governed by privacy laws including FERPA, which may include but are not limited to name, address, phone numbers, emails, social security numbers, or credit card numbers is strictly prohibited.
6. **Confidential and Proprietary Information:** The entering into any AI or AI generative solution of any confidential, privileged, or proprietary business information is strictly prohibited.

Reporting and Enforcement

- Violations of this policy must be reported to IT security for non-academic infringements and should be submitted via the IT Services portal at https://services.gvsu.edu/ and to Human Resources at https://www.gvsu.edu/hro/
- Academic misconduct and misuse, including cheating and plagiarism, are reported using the following GVSU forms:
  - Academic Misconduct Reporting Form:
    - https://cm.maxient.com/reportingform.php?GrandValley&layout_id=1

    - Office of Student Conduct and Conflict Resolution website:
        - https://www.gvsu.edu/osccr/academic-misconduct-policies-and-procedures-14.htm
- Research misconduct is reported to the Office of Research Compliance and Integrity (ORCI) or the GVSU Research Integrity Officer through the ORCI webpage.
    - https://www.gvsu.edu/rci/
    - Examples include academic misconduct committed by a student with no faculty member involvement or when a faculty member violates the policy as part of their scholarly activities.
- The Faculty and Staff Incident & Concern Reporting page may also be relevant:
    - https://www.gvsu.edu/inclusion/faculty-and-staff-incident-concern-reporting-212.htm
- Non-compliance of AI-prohibited uses will be addressed in accordance with university disciplinary procedures and may include sanctions up to and/or including dismissal, termination, or legal action.
- This policy supersedes any other AI policies, further clarification is available by department. Policies must align with this policy but may expand on it for divisions that need further clarification.

Conclusion

GVSU is dedicated to advancing AI technologies in a manner that is ethical, responsible, and aligned with our academic and community values. This policy aims to foster a culture of responsible AI use, ensuring these tools enhance our educational and research missions while protecting the rights and safety of all individuals in our community.

This policy is subject to updates and revisions as technology and its applications evolve. Users are responsible for staying informed about and complying with the latest version of this policy.

Appendix

1. Academic (6.1) and non-academic (6.2) issues:
    - https://www.gvsu.edu/policies/policy.htm?policyId=89004197-D426-2F19-45B12CC728F057DE
2. What should be followed when IT non-compliance issues are encountered:
    - https://www.gvsu.edu/policies/policy.htm?policyId=8813E892-F1CF-F1E6-E31ADF25052AE994&search=information+technology
    - An overview in PDF format:
        - https://www.gvsu.edu/cms4/asset/7B58A5E7-F4C2-114C-CCDA36F96BD2AF73/general_misconduct_flowchart.pdf
3. Artificial Intelligence use in a Research Project, Thesis, or Dissertation Policy for graduate programs:
    - https://www.gvsu.edu/gs/policies-and-procedures-58.htm
4. OURS Generative AI Policy:
    - https://www.gvsu.edu/ours/ssp/ours-generative-ai-policy-490.htm
5. Graduate School Policies and Procedures (pg. 45 for AI)
    - https://www.gvsu.edu/cms4/asset/777A03CA-E5D1-90B3-8FF97B7EA6E9ECB3/graduate_education_policies_and_procedures_2024-25_v4(2).p