Aurora University AI Use Guidelines

As artificial intelligence (AI) continues to enhance research, teaching, and administrative processes, Aurora University recognizes the need for clear guidelines to ensure responsible AI use. These guidelines establish best practices for handling **Restricted, Internal/Private**, and **Public** data, protecting intellectual property, and complying with ethical, legal, and regulatory requirements. The AU policy for information classification is located here https://its.aurora.edu/Documents/Policies/Information_Classification.pdf

If you are unsure if your data should be entered into an AI tool, please contact ITS first. You are responsible for work generated with AI tools. Please refer to the AU Approved AI Tool list for the current list of AI tools approved at AU.

Definitions

- AI Systems: Any software or hardware that uses machine learning, natural language processing, or other AI techniques to generate, analyze, or process data.
- Restricted and Internal/Private Data: Any data that is confidential, restricted, or owned by the university, including research data, student records, financial information, and intellectual property.
- Public Data: Publicly available data or data that has been designated for open access by the university or its stakeholders.

General Principles for AI Use

- AI tools must be used in compliance with university policies, applicable laws, and ethical standards.
- Faculty, staff, and students should be aware of AI limitations, potential biases, and the implications of AI-generated outputs.
- Users must ensure that AI use aligns with academic integrity policies and does not compromise ethical research practices.

Use of AI with Restricted, Internal/Private Data

- Data Security: Restricted, Internal/Private data should not be uploaded to publicly available AI tools.
- Access Control: AI applications processing Restricted, Internal/Private data must have access controls that prevent unauthorized use.
- Research and Innovation: AI use in research involving Restricted, Internal/Private data must follow institutional review board (IRB) guidelines and data protection policies.
- Intellectual Property (IP): AI-generated outputs involving Restricted, Internal/Private data must be reviewed for potential IP ownership implications before external dissemination.
- Third-Party AI Tools: Any third-party AI tool used for processing Restricted, Internal/Private data must undergo a security and compliance review by the ITS Governance Group.

Use of AI with Public Data

- Ethical Considerations: Even when using public data, users should ensure fairness, transparency, and the avoidance of bias in AI-generated outcomes.
- Attribution: AI-generated content that uses public data should be appropriately attributed where required.

AI Use in Academic Work

- AI-generated content should be clearly disclosed in academic assignments, research papers, and publications pursuant to syllabi.
- AI assistance in grading, assessments, or admissions processes should be used cautiously, ensuring human oversight.
- The university encourages critical evaluation of AI-generated information before it is used in academic discourse.

Compliance and Monitoring

- The university reserves the right to audit AI use cases involving institutional data.
- Violations of these guidelines may result in disciplinary action in accordance with university policies.

Responsible AI use is crucial for maintaining academic integrity, data security, and ethical research practices. These guidelines provide a framework to support the responsible integration of AI into university operations while protecting institutional and individual interests.

Critical Evaluation of AI-Generated Content**:**

- AI-generated content is not infallible. It may contain factual inaccuracies, logical inconsistencies, or outdated information. Users must verify the accuracy of the content through reputable sources and cross-reference key facts, especially in research-based work or decision-making processes.
- AI tools may generate responses that are technically correct but contextually inappropriate. Users should assess whether the content aligns with the specific goals and is suitable for the intended audience.
- AI tool outputs must be critically evaluated to ensure accuracy, relevance, and rigor. It is essential for users to engage in thoughtful analysis of AI-generated content rather than accepting it at face value.