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### Policy #IT003: AI Applications Adoption and Usage

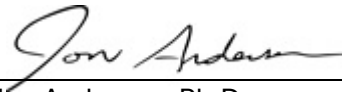
Recommended for Approval by:



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Betsy Sawhill Espe  
Interim Vice President for Finance and Administration/CFO

Approved by:



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Jon Anderson, Ph.D.  
President

**Effective Date:** 04/02/2026

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#### A. Intent

This policy provides guidance on the ethical and responsible adoption of Artificial Intelligence (AI) technologies within the University. It aims to promote data security, privacy, equitable access, and responsible use, ensuring alignment with the University's mission and United Nations Educational, Scientific, and Cultural Organization's (UNESCO) recommendations on the Ethics of Artificial Intelligence.

#### B. Definition(s)

- **AI technology:** Software programs and/or computer systems that use artificial intelligence to provide services.
- **Confidential Data:** Examples of Confidential Data include: Medical Records, Health Insurance Information, Disability Records, Student Records, Student Conduct Records, Social Security Numbers or Partial Social Security Numbers, Personnel and/or Payroll Records, Specific Donor Information, Driver's License Number, Privileged Legal Information, Credit or Debit Card Information, Passwords, and Personal Financial Information.
- **Data classification:** Per PW Policy 027, University data is categorized as Confidential, Sensitive, or Public.
- **Generative AI tools:** AI technologies used to create new content (e.g., text, images, data visualizations).
- **Non-University Approved AI technologies:** AI technologies, including Generative AI tools, that have not been approved by Information Technology Services (ITS) for formal use with the university.
- **Sensitive Data: Examples of Sensitive Data include:** University Partner or Sponsor

Information, where no more restrictive confidentiality agreement exists, Certain Research Records, and Library and archive circulation and order transactions.

- **University-Approved AI technologies:** AI technologies identified by ITS with which the University has agreements, including any data-sharing limitations.

### C. Policy Statement

- **Adherence to existing University policies:**
  - Any use of AI technologies must adhere to existing University policies.
- **Uses of AI technologies, including Generative AI, with University and student data:**
  - Only those University-Approved AI technologies may be used with University data identified as confidential or sensitive within the constraints set forth by University policy.
  - Confidential or sensitive data, or data proprietary to the University, must not be shared with Non-University Approved AI technologies. Whenever possible, only test, dummy, redacted, and/or anonymized data should be used in AI development and testing to ensure privacy and mitigate the risk of exposure of sensitive information.
  - Public data may be used with Non-University Approved AI technologies with caution and awareness of potential exposure risks.
- **Intellectual Property:**
  - The owner of intellectual property is entitled to control who can copy or use that intellectual property unless specified otherwise.
  - Users may not use AI technologies that violate someone else's intellectual property rights, including those of the University.
  - Users should be aware that submitting information to AI technologies could result in relinquishing certain rights to that content.
- **Ethical Use:**
  - The University is committed to the ethical and responsible use of AI technologies. AI tools should support and align with the University's mission and values and include learning, inclusivity, diversity, and student empowerment, aligning with UNESCO's principles for AI ethics and human rights.
- **Use of Non-University Approved AI technologies:**
  - Non-faculty employees are restricted to using only University-Approved AI technologies in the course of their duties for the University unless approved by their manager and ITS.
  - Users are to avoid using university login credentials with Non-University Approved AI technologies and to review these tools' data access permissions carefully.
  - Before using any AI technologies, users should carefully examine the type and level of access that these tools may have to their data and avoid using AI to access university-provided email or cloud storage accounts.
  - All users must verify that any AI technology they use is properly licensed for its intended purpose and complies with all applicable terms and conditions.
  - Additionally, users are encouraged to contact ITS for assistance in evaluating any potential exposure of their data before using these technologies.

- **Notice of Use:**
  - When AI services are used for transcription or any form of data recording for university purposes, users must be informed that data is being recorded and stored.
  - Only those AI services identified as University-Approved should be used for recording/transcription of classes or student communications.
  - Whenever possible, AI applications in instructional settings should be disclosed in advance, such as in the course syllabus.
- **Accuracy**
  - AI-generated content may be inaccurate or misleading, including those that are University-Approved. Users should always review the information including accuracy, completeness, and relevance before relying on it.
- **Responsibilities:**
  - ITS is responsible for maintaining the list of University-Approved AI technologies and for supporting faculty and staff in the safe integration of emerging AI tools.
  - ITS will share the list of University-Approved AI technologies with the University community on a regular basis.
  - Users are responsible for ensuring they use University-Approved AI technologies when working with their specific types of data.
  - Users will contact ITS when they believe AI technologies may have accessed data that is not permitted under this policy.

#### **D. Related Policies**

[Confidentiality of Student Records](#)  
[Artificial Intelligence Acceptable Use](#)  
[Acceptable Use](#)  
[Data Classification](#)

#### **E. Contact Information**

For additional information, please contact the Office of Finance and Administration or Information Technology Services.

#### **F. Policy Review Schedule**

Each policy shall be reviewed by the corresponding Vice President on a regular basis as appropriate.

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## Procedure #IT003: AI Applications Adoption and Usage

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|------------------------------------|---|
| <b>Corresponding Policy:</b>       | Information Technology Security Program (IT003)<br>Office of Finance and Administration and Information |
| <b>Responsible Office:</b>         | Technology  |
| <b>Effective Date:</b>             | 04/02/2026  |
| <b>Last Reviewed/Updated Date:</b> | Not Applicable  |

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### A. Intent

This procedure establishes the required steps and responsibilities for verifying, using, and reporting issues related to Artificial Intelligence (AI) applications at PennWest University. It supports consistent compliance with university policies by directing users to approved AI technologies, outlining appropriate handling of university data, and ensuring potential risks or suspicious activity involving AI applications are promptly reported to Information Technology Services (ITS).

### B. Definition(s)

- **AI technology:** Software programs and/or computer systems that use artificial intelligence to provide services.
- **Confidential Data:** Examples of Confidential Data include: Medical Records, Health Insurance Information, Disability Records, Student Records, Student Conduct Records, Social Security Numbers or Partial Social Security Numbers, Personnel and/or Payroll Records, Specific Donor Information, Driver's License Number, Privileged Legal Information, Credit or Debit Card Information, Passwords, and Personal Financial Information.
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- **Sensitive Data: Examples of Sensitive Data include:** University Partner or Sponsor Information, where no more restrictive confidentiality agreement exists, Certain Research Records, and Library and archive circulation and order transactions.
- **University-Approved AI technologies:** AI technologies identified by ITS with which the University has agreements, including any data-sharing limitations.

### **C. Procedure**

- Users are to verify the list of University-Approved AI technologies on the ITS website before using it with any of the data limited to use with approved applications.
- Any suspicious activity related to AI applications should be reported to ITS immediately.

### **D. Related Policies or Procedures**

[Confidentiality of Student Records](#)  
[Artificial Intelligence Acceptable Use](#)  
[Acceptable Use](#)  
[Data Classification](#)

### **E. Forms/Resources**

Not Applicable.

### **F. Contact Information**

For additional information, please contact the Office of Finance and Administration or Information Technology Services.

### **G. Procedure Review Schedule**

Each procedure shall be reviewed by the corresponding Vice President on a regular basis as appropriate.