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# LTU Policy on the Use of Artificial Intelligence

Lawrence Technological University recognizes the increasing importance of Artificial Intelligence (AI) as a transformative tool in education, research, and workplace productivity. This policy is designed to encourage the responsible and innovative use of AI by the entire LTU community.

All students, faculty, and staff are encouraged to explore and integrate AI technologies as tools to enhance learning, research, and administrative tasks. To support this, the University provides AI technologies, resources, training, and support for the responsible use of AI. Given the rapid development of generative AI, this document is intended to be a document that receives periodic updates. Please use this [link](#) to provide your suggestions or feedback for improvement.

## Human Oversight and Accountability

**Principle:** Artificial Intelligence (AI) tools should function as aids to human intelligence, not replacements for human judgment. The user bears ultimate responsibility for all work submitted or published.

- **Verification of Accuracy:** AI tools can generate factually incorrect information, fabricated citations, or misleading content. Therefore, LTU community members must review and verify the accuracy of all information generated by AI tools prior to relying on, publishing, or submitting such information. AI outputs should not be relied upon without independent confirmation from credible sources.
- **Responsibility for Bias:** AI models may produce outputs that are biased, discriminatory, or based on stereotypes. Users are responsible for evaluating outputs to ensure they do not lead to decisions or content that disproportionately impact individuals based on protected classifications.
- **Accountability:** Users accept full responsibility for any content they submit or publish, including ideas, code, text, or images generated or augmented by AI. The use of an AI tool does not mitigate responsibility for errors, plagiarism, or inaccuracies.

## Data Privacy and Security

**Principle:** To protect the university and its community, sensitive and non-public data must never be exposed to unauthorized AI platforms.

- **Prohibition on Sensitive Data:** LTU community members must not input "Confidential Information," "Protected Data," or "Personally Identifiable Information" (PII) into generative AI tools unless the specific tool has been contractually vetted and institutionally approved for such use.
  - *Protected Data includes:* Student education records (FERPA), health records (HIPAA), social security numbers, and personnel records.
  - *Private/Restricted Information includes:* Unpublished research data, intellectual property, proprietary business information, and grant proposals.

- **Risk of Public Exposure:** Community members must assume that data entered into publicly available or free AI tools (e.g., public ChatGPT or personal accounts) is not private and may be used by vendors to train their models. Consequently, information that should not be made public must not be entered into these tools.
- **Approved Tools:** High-risk data must only be processed using AI tools that have undergone a specific risk assessment by LTU Information Technology services.

## AI used in Academic Settings

In keeping with the mission of LTU as a technological university, it is essential to prepare students to critically and productively engage with new and innovative technologies like generative AI in order to be leaders and innovators in their fields.

Instructors are the content experts responsible for what is taught, appropriate pedagogies, and assessment methodologies. GenAI is quickly disrupting communication and education, and as such, instructors need flexibility to allow or disallow the use of GenAI tools in the classroom and coursework. Given the impact of AI, instructors should seek to find new modes of teaching and assessment that elevate the educational experience.

Instructors must communicate their expectations regarding the permitted use of AI technology by students for a course. This expectation must be shared through at least one of the following modalities: course syllabus, assignment instructions, or the learning management system (LMS).

## Suggested Syllabus Language

As a future-focused technological university, the default modality is that generative AI is allowed in the classroom and coursework.

### Encouraging the Use of AI Applications

*This course embraces the use of Artificial Intelligence as a tool for enhancing learning and engagement. Students are encouraged to explore and utilize AI applications to complement their studies. This may include but is not limited to utilizing chatbots, language models, and other AI-driven technologies for research, collaboration, and innovative problem-solving. The responsible use of AI is an integral part of preparing students for the evolving landscape of their respective fields.*

### Restricting the Use of AI

*This course places limitations on the use of Artificial Intelligence tools for the following reasons: [Provide a brief explanation of the pedagogical or disciplinary considerations i.e. authorship, plagiarism, creation of authentic content, critical thinking, etc.]. To maintain the integrity of the learning experience and align with the specific goals of this course, students are not permitted to use AI applications, including chatbots and language models, without explicit permission from the instructor. Use of AI applications may result in an honor code violation.*

If a restrictive policy is adopted, instructors should be aware that LTU does not currently support the use of surveillance and plagiarism detection tools as they cannot be reliably counted upon. Clear policies have to be formulated by the instructor regarding punitive measures and how they may be enforced.