



## Policy #20105

### Artificial Intelligence Policy: Responsibility, Ethics & Security

---

**Effective Date:** December 15, 2025

**Responsible Office:** Information Technology & University Compliance

**Division:** Administration & Business Affairs / Operations

---

#### **I. PURPOSE/OBJECTIVE**

Grambling State University recognizes the significant and evolving capabilities of artificial intelligence and affirms its commitment to leveraging these technologies in support of the University's mission and service to the University community. This policy establishes requirements for the responsible, ethical, and secure use of artificial intelligence (AI) technologies across all areas of Grambling State University operations, including academics, research, administration, marketing, and external communications. While supporting innovation and operational efficiency, the policy is intended to maximize the benefits of AI while mitigating risks related to misinformation, academic integrity, privacy, intellectual property, institutional reputation, and regulatory compliance. Implementation of this policy shall be consistent with applicable University of Louisiana System policies, the State of Louisiana Constitution and statutes, Governor's Executive Orders, and federal laws and regulations, as applicable.

#### **II. DEFINITIONS**

- 1. Artificial Intelligence (AI):** Any tool, system, or platform that generates content, provides analysis, or makes decisions using machine learning, algorithmic prediction, or large language models, including but not limited to THEA, ChatGPT, DALL·E, Copilot, Otter.ai, Ivy.ai, EAB Navigate, Turnitin, EBSCO, QuillBot, E.read.ai, Fireflies.ai.
- 2. AI Incident:** Any event in which an AI system fails or is manipulated in a manner that compromises safety, security, fairness, or compliance.
- 3. AI Misuse:** Use of AI that violates applicable laws, university policy, or ethical standards, including fabrication, falsification, plagiarism, or undisclosed authorship.
- 4. AI Outputs:** Any content generated or assisted by AI, including written materials, images, video, voice or audio recordings, transcripts, summaries, code, simulations or analytical results.
- 5. Generative AI:** AI that produces new text, images, code, data visualizations, audio, voice, music or video.
- 6. Sensitive Data:** Any personal, health-related, financial, research-protected, personnel-related, or legally confidential information protected by law, regulation, or university policy.

- 
7. **Institutional Resources:** Significant use of university funds, facilities, equipment, data, or personnel time that contributes to the creation of a work.

### **III. POLICY SCOPE**

#### **A. APPLICABILITY**

This policy is applicable to all faculty, students, staff, vendors, contractors and external third parties of Grambling State University as may be applicable during university operations such as but not limited to:

1. University staff or faculty using AI for meeting documentation.
2. Research teams using AI for interviews, focus groups, analysis involving institutional or third-party data or any source of data collection.
3. Students using AI for study group sessions, tutoring, or academic work.
4. Administrative and business functions, including human resources, admissions, enrollment, finance, and marketing.
5. Public communications and content creation.
6. Procurement or vendor partnerships including the use of AI-enabled systems.
7. All external parties using AI on behalf of the University must comply with this policy.
8. All vendors under applicable contractual obligations.
9. Any other areas as determined by the University.

#### **B. ETHICAL ARTIFICIAL INTELLIGENCE PRINCIPLES**

Grambling State University is committed to ensuring that the use of AI across all academic, research, and operational domains upholds the highest standards of ethical conduct to promote cybersecurity awareness, protect data integrity and privacy and foster innovation consistent with the University of Louisiana System policies and/or Governor's Executive Order JML 25-109 or subsequent policies or orders deemed applicable. AI must not be used to deceive, impersonate individuals, fabricate information, manipulate media (including voice or audio) or misrepresent university affiliation. All individuals who develop, deploy, or interact with AI systems at Grambling State University are expected to adhere to the following guiding principles:

1. **Transparency:** Users must clearly disclose when and how AI is being used, particularly when its output contributes to academic, operational, or decision-making processes designed to enhance the student or employee experience. AI-generated content should not be presented as solely human-authored without appropriate attribution.
2. **Accountability:** Responsibility for decisions made with the assistance of AI rests with the individual or department using the tool. AI must not be used to delegate or avoid human judgment in matters of significance, including grading, personnel decisions, or public communication.
3. **Fairness and Equity:** AI must be used in a manner that promotes equity and avoids reinforcing systemic biases. Systems should be evaluated for fairness and

objectivity, especially when applied to decisions impacting students, employees, or the broader university community.

4. **Privacy and Data Stewardship:** The use of AI must comply with all applicable data protection laws and university policies. Personally identifiable, sensitive, or protected data or information may not be input into or processed by AI systems without appropriate safeguards and prior approval.
5. **Integrity and Avoidance of Misuse:** AI must not be used to deceive, impersonate, or manipulate in ways that could compromise academic, research, or institutional integrity. Use of AI to fabricate content, generate false information, or misrepresent identity is strictly prohibited.
6. **Human Oversight:** AI tools should augment and support; not replace, human insight, creativity, and ethical reasoning. Human review is essential for high-impact decisions, and systems should be designed or selected with interpretability and logical explanations in mind.

### C. GUIDELINES

All uses of AI regardless of format, including text, images, voice, audio or video be reviewed and clearly disclosed in academic, research, and communications outputs. Users are responsible for the outputs, actions, and consequences of AI use. Sensitive information must not be entered into any AI system unless protected under contract or institutional approval. AI must not be used to circumvent learning objectives, misrepresent authorship, or engage in dishonest conduct.

#### 1. Permitted Use

AI may be used with appropriate human oversight for:

- i. Drafting communications (voice or audio), outlines, or marketing content (with human revision).
- ii. Brainstorming or research support.
- iii. Coding assistance for non-confidential projects.
- iv. Accessibility enhancements such as transcription and summarization (with disclosure).
- v. Automating repetitive administrative tasks.
- vi. Enhancing student engagement through approved tools.
- vii. Data analysis for operational or academic insights.
- viii. Research, subject to Institutional Review Board (IRB) or Office of Research & Sponsored Programs approval.

#### 2. AI may be used to:

- i. Automate repetitive tasks (e.g., scheduling, data entry)
- ii. Enhance student engagement (e.g., chatbots for advising or financial aid)
- iii. Improve communications (e.g., first-draft content, language translation)
- iv. Analyze data for insights (e.g., enrollment trends, early alerts)
- v. Support research, with IRB approval when applicable

All AI outputs must be reviewed by a human before final use in decision-making, publishing, or student evaluation.

### **3. Prohibited Use**

AI may not be used for:

- a. Entering or processing sensitive data, including:
  - i. Student records (FERPA-protected)
  - ii. Health information (HIPAA-protected)
  - iii. Research involving unpublished data or intellectual property
- b. Creating or distributing AI-generated media (images, video, audio) that misrepresents individuals or Grambling State University affiliation
- c. Using Grambling State University's name, seal, logos, or likeness in any AI-generated content without prior approval
- d. e. Circumventing learning objectives, professional standards, or established processes.

### **D. USE OF GRAMBLING STATE UNIVERSITY'S NAME, SEAL, AND BRANDING**

- a. AI-generated content must not imply endorsement by the university unless explicitly approved in advance and in writing
- b. Use of Grambling State University branding in AI tools (e.g., generating promotional materials or reports) must follow institutional brand guidelines and be reviewed by the Office of Strategic Communications & Marketing.
- c. Any public-facing AI-assisted communication must disclose its nature and origin when relevant.

### **E. DATA PRIVACY AND PROTECTION**

Users must not input personally identifiable information (PII), protected student data, research data, or confidential internal materials into AI tools without:

- i. Division Vice President review/approval
  - ii. Signed agreements ensuring data security with the AI vendor
- Grambling State University data storage and security policies apply to all AI interactions.

### **F. RISK MITIGATION & DETECTION**

- a. Users should critically evaluate AI outputs for bias, misinformation, or hallucinated data.
- b. Faculty and staff should design tasks and assessments that minimize risk of AI misuse.
- c. Reliance on AI detection tools (e.g., for plagiarism) should be cautious and not used as sole evidence for disciplinary action.

### **G. RESEARCH APPLICATIONS**

- a. Researchers must follow IRB protocols when AI tools are used in studies involving human subjects.
- b. Any AI that uses proprietary Grambling State University data or external datasets must undergo a data governance and ethics review.

### **H. INTELLECTUAL PROPERTY**

- a. Works created with significant institutional resources are University property, unless otherwise agreed in writing.
- b. Student works remain their property unless created under sponsored projects or contractual obligations that assign rights.

**Artificial Intelligence Policy: Responsibility, Ethics & Security**

---

- c. AI-assisted works must comply with applicable copyright and licensing requirements.

**I. TRAINING AND IMPLEMENTATION**

- a. The University's Information Technology Center shall provide AI literacy and compliance training to faculty, staff, and students.
- b. Faculty integrating AI into courses must include approved syllabus statements outlining permitted and prohibited uses.
- c. The Office of University Compliance will review and update this policy periodically to reflect changes in technology or regulations.

**J. VIOLATIONS & ENFORCEMENT**

Violations of Grambling State University's artificial intelligence policy may result in:

- a. Disciplinary action under the student or employee code of conduct
- b. Revocation of access to university systems or platforms
- c. University sanctions including but not limited to termination and/or legal consequences if data privacy laws are breached
- d. Individual personal liability and damages

**IV. AI OVERSIGHT COMMITTEE**

**A.** In furtherance of this policy, the AI Oversight Committee is established. The Committee shall serve as an advisory body on the use of artificial intelligence technologies and shall oversee aspects of the University's AI governance framework. The purpose of the Committee is to educate, guide, and establish standards and practices that promote the responsible, ethical, and secure use of AI in support of University operations, academics, research, and administrative functions. The Committee shall consider risks and opportunities associated with AI, including issues related to academic integrity, data privacy, information security, compliance, reputational impact, and institutional effectiveness.

**B. DUTIES:** Grambling State University's Artificial Intelligence Oversight Committee's duties include, but are not limited to, the following:

- 1. To provide oversight and guidance regarding the use of artificial intelligence technologies across the University, including academic, research, administrative, marketing, and external communication functions;
- 2. To review, evaluate, and recommend standards, guidelines, and best practices related to the ethical, responsible, and secure use of AI;
- 3. To recognize, assess, and recommend appropriate courses of action to mitigate risks associated with AI use, including misinformation, academic integrity concerns, data privacy, intellectual property, regulatory compliance, and institutional reputation

**C. AI OVERSIGHT COMMITTEE COMPOSITION:**

- i. The AI Oversight Committee shall be comprised of no more than seven (7) voting members appointed by the President or designee.
- ii. Membership shall represent major functional areas of the University to ensure balanced institutional oversight of artificial intelligence use.
- iii. The Committee shall include the following core representatives:

- 
1. Chief Experience and Digital Strategy Officer – AI Officer & *Chair*
  2. Academic Affairs Representative (Faculty or Academic Leadership)
  3. Research & Sponsored Programs Representative
  4. Administration and Business Affairs Representative
  5. University Advancement & Innovation Representative
  6. Student Affairs Representative
  7. Student Representative (*required*)
- iv. Additional University departments, faculty, staff, or subject-matter experts may participate through subcommittees or working groups established by the AI Oversight Committee as necessary. Subcommittee members shall serve in an advisory capacity and shall not increase the number of voting members beyond seven (7).
  - v. In addition to the core membership, the Artificial Intelligence Oversight Committee may designate the following positions as priority representatives for subcommittee participation, advisory roles, or subject-matter consultation, as appropriate to the matter under review:
    1. **University Distance Learning Representative** – to advise on AI use in online instruction, instructional design, accessibility, and learning management systems;
    2. **Faculty Senate President or Designee** – to represent faculty governance perspectives, academic freedom, instructional standards, and shared governance considerations;
    3. **Dean of the College of Education or Designee** – to provide guidance on educator preparation, pedagogical innovation, and ethical integration of AI in teaching and learning;
    4. **Department Head of Computer Science or Designee** – to serve as a subject-matter expert on AI technologies, data science, algorithmic considerations, and emerging technical risks;
    5. **Student Technology Committee Representative** – to provide student perspectives on AI tools, learning technologies, transparency, and responsible use;
    6. **Enrollment Management Representative** – to advise on AI applications related to recruitment, admissions, retention analytics, communications, and student data governance.

These representatives shall serve in a non-voting, advisory capacity, unless otherwise designated, and may be invited to participate on an ongoing or issue-specific basis at the discretion of the Chair.

#### **D. AI OVERSIGHT COMMITTEE REPRESENTATIVE DUTIES**

##### **1. Chairperson**

The duties and responsibilities of the Chairperson shall include:

- a. Presiding over meetings of the Artificial Intelligence Oversight Committee;
- b. Reviewing and approving proposed meeting agendas prior to scheduled meetings;

**Artificial Intelligence Policy: Responsibility, Ethics & Security**

---

- c. Providing leadership and direction for AI governance initiatives; and
- d. Serving as the primary liaison between the Committee and University leadership.

**2. Secretary (or Designee)**

The duties of the Secretary, or designee appointed by the Chair, shall include:

- a. Preparing meeting agendas in consultation with Committee members;
- b. Recording and maintaining official meeting minutes;
- c. Distributing minutes and relevant materials to Committee members and appropriate University officials; and
- d. Maintaining documentation of Committee actions, recommendations, and reports in accordance with record retention requirements.

Minutes shall include, at a minimum:

- 1. Date, time, and location of the meeting
- 2. Names of members present and absent
- 3. Summary of discussions
- 4. Old and new business
- 5. Actions taken or recommendations made
- 6. Date and time of the next meeting

**3. General Representatives**

The duties and responsibilities of Committee members shall include:

- a. Submitting agenda items related to AI use, risks, or opportunities within their respective areas;
- b. Actively participating in Committee meetings and subcommittee activities, as applicable;
- c. Reviewing AI-related practices and concerns within their divisions;
- d. Communicating relevant guidance, recommendations, or policy updates to their respective units; and
- e. Supporting implementation of approved AI policies and standards.

**E. AI OVERSIGHT SUBCOMMITTEES**

The AI Oversight Committee may establish subcommittees or working groups as needed to address specific topics, including but not limited to:

- a. Academic integrity and instructional use of AI
- b. Data privacy and information security
- c. Research and innovation
- d. Compliance and risk management
- e. Training, education, and awareness

Subcommittees shall report findings and recommendations to the full Committee for consideration and action.

**F. MEETINGS**

- 1. The Artificial Intelligence Oversight Committee shall meet no fewer than twice per semester during each academic year, or more frequently as deemed necessary by the Chair or Committee.

2. Meetings shall include discussions designed to:
  - a. Promote responsible and ethical use of AI technologies;
  - b. Identify and mitigate institutional risks associated with AI adoption;
  - c. Review compliance with applicable policies, laws, and governing authority requirements;
  - d. Evaluate emerging AI technologies and their potential impact on the University; and
  - e. Recommend updates to policies, guidelines, or practices related to AI governance.

**V. ACCREDITATION**

Grambling State University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, master's, and doctorate degrees. GSU also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of GSU may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).