



## USE OF ARTIFICIAL INTELLIGENCE POLICY

### PURPOSE

This Use of Artificial Intelligence Policy establishes parameters for the use of artificial intelligence (AI) at Long Island University. The policy ensures that AI technologies are implemented in alignment with the University's values, legal requirements, and ethical principles.

### STATEMENT OF POLICY

The Use of Artificial Intelligence Policy establishes the appropriate use of Artificial Intelligence for students and employees at Long Island University. The following parameters for the University's use of Artificial Intelligence include, but are not limited to:

- **Ethical Considerations:** Use of Artificial Intelligence must consider ethical standards, ensuring fairness, transparency, accountability, and the safeguarding of student and individual privacy.
- **Legal Considerations:** AI use must comply with all local, state, and federal laws and regulations governing AI use, including data protection and privacy laws.
- **Interdisciplinary Considerations:** AI may promote collaboration among academic programs to create a culture of interdisciplinary research and learning using AI.

### Use of AI in Academic Affairs

The University recognizes the potential of AI to enhance educational experiences and research endeavors. Faculty may incorporate AI technologies that align with pedagogical objectives. Faculty may determine the proper student use of AI within their respective classes in alignment with University policies. Students are expected to follow faculty direction for use of AI in accordance with existing University policies.

Use of Artificial Intelligence by faculty to support pedagogy may include, but are not limited to:

- **Curriculum Integration:** Incorporate AI technologies into the curriculum to enhance learning outcomes and provide students with exposure to emerging technologies.
- **Pedagogical Innovation:** Explore innovative pedagogical approaches that leverage AI tools to create interactive and engaging learning experiences for students.
- **Hands-on Experience:** Provide opportunities for students to gain hands-on experience with AI tools, allowing them to apply theoretical knowledge in practical contexts.
- **Ethical AI Education:** Include discussions on ethical considerations related to AI, promoting awareness of responsible AI use and potential societal implications.
- **Collaborative Projects:** Facilitate collaborative projects that encourage students to work together on AI-related initiatives, fostering teamwork and interdisciplinary collaboration.

When using Artificial Intelligence, faculty should emphasize the importance of respecting data privacy and confidentiality when using AI tools in the curriculum, ensuring compliance with relevant University policies, and state and federal laws. In addition, faculty should ensure that AI integration is accessible to all students, considering diverse learning styles and accommodating individuals with disabilities.

Student use of AI tools to support their academic coursework or research must be documented in accordance with the [Long Island University Academic Conduct Policy](#). Student work that is found to have improperly used Artificial Intelligence will be subject to the University's Academic Conduct procedures. Students who are unsure of how to properly use Artificial Intelligence in an academic setting should speak with their instructor or academic dean for clarification.

### **Use of AI in Research**

The University recognizes the valuable role that artificial intelligence (AI) can play in enhancing research experiences. Researchers may use AI across various disciplines, including data analysis, literature reviews, and experimental design.

In alignment with the University's commitment to academic integrity, LIU community members engaging in AI-driven research must adhere to ethical standards, ensuring transparency, fairness, and the responsible handling of data.

Requirements for use of AI in conducting research include but are not limited to:

- **Informed Consent:** When using AI in research involving human subjects, obtain informed consent, and ensure transparency regarding the purpose and implications of AI involvement.
- **Publication Standards:** Clearly disclose the use of AI in research publications, including details on algorithms, datasets, and methodologies.
- **Responsible AI Development:** Researchers must consider the societal impact of their AI work and actively work to minimize any potential harm.

### **Use of AI in Administrative Departments**

The University recognizes the potential benefits of Artificial Intelligence in enhancing the overall operational effectiveness of departments. All use of Artificial Intelligence must adhere and comply with Long Island University's [Third Party Access Policy](#), [FERPA policy](#), [Code of Ethics Policy](#), and [Privacy Policy](#). The use of Artificial Intelligence platforms or systems to support administrative departments is governed by the [Long Island University Third Party Access Policy](#).

When using Artificial Intelligence for administrative purposes, it is generally expected that the following measures are enforced by the applicable department head, chair, dean, or Vice President. These measures include, but are not limited to,

- **Decision Support Systems:** AI systems used for administrative decision-making must be transparent, explainable, and regularly reviewed to ensure fairness and accountability.
- **Data Security:** Implement security protocols to protect data, ensuring confidentiality and integrity in alignment with University policies and procedures.

- **Training:** Provide training to employees involved in the operation of AI systems to increase understanding and ability to use the technology effectively.
- **Legal Compliance:** Ensure that any use of AI is in full compliance with local, state, and federal laws, including but not limited to FERPA and HIPPA.
- **Continuous Monitoring:** Regularly monitor and assess the performance of AI systems to identify and address any biases or inaccuracies.

### **Other Uses of Artificial Intelligence**

The University recognizes that the technology surrounding Artificial Intelligence continues to emerge at a rapid pace. Additional use of Artificial Intelligence that may not be outlined in this policy is held to the same ethical and legal requirements that govern its existing use. Additional guidance may be disseminated by Long Island University and/or specific departments as AI continues to advance and evolve.

### **Accountability and Reporting**

Students and employees are responsible for the intellectual property interests that may be implicated from any use of generative Artificial Intelligence. Any misuse of Artificial Intelligence in accordance with this policy or other University policies should be [reported](#) using established protocols.

Students may address ethical concerns, biases, or incidents related to AI usage to their faculty or academic dean. Employees may address ethical concerns, biases, or incidents related to AI usage to their direct supervisor, academic dean, or administrative Vice President.

### **POLICY TYPE: OPERATIONS**