



## **Guidelines for Using Generative AI**

The AI landscape is evolving rapidly, with its capabilities constantly improving and new tools being released daily. The University has identified important ethical considerations and guidelines for the use of Generative AI guidelines for its students, faculty, and staff. Due to constantly evolving nature of Generative AI, we will update these guidelines as the field progresses.

### **Work within current University policies.**

- Use AI tools consistent with existing University policies including the Technology Acquisition Policy, Data Classification Policy, and Institutional Data Management Policy.
- Students must abide by the [Honor Code](#).
- Faculty are asked to read the Office of Teaching and Learning's resources about [AI in the Classroom](#) and communicate clear expectations to students on using generative AI in their courses.

### **Protect confidential, copyrighted, and personal information.**

Entering information into AI tools is similar to posting that information on a public website. Any data entered into such tools could become part of its training data, which may be reproduced or incorporated into the output it generates for users outside the University.

### **Any AI tool used with University information must follow review processes.**

Faculty, students, and staff may use University information with generative AI tools or services only when:

- The information is publicly available (classified as public), or

The AI tool or service being used has undergone appropriate internal reviews and contract terms are in place to protect University data assets. If you aren't sure, contact the IT help center: [du.edu/it](https://du.edu/it)

### **Routinely revisit specific usage policies.**

Generative AI technology companies typically provide usage policies to promote safe and responsible use of their products (e.g. [Terms of Service for Copilot](#)) Users should be aware of such guidelines set forth by external entities, including the vendor, to ensure ethical and lawful use of the technology. These policies are frequently updated without notice and should be reviewed regularly.

## **Act ethically with AI.**

Adhere to ethical and legal standards and norms of the disciplines and the University, with regard to data privacy, consent, ownership, and academic integrity.

## **You are 100% responsible for the output you use.**

Generative AI-produced content may be biased, inaccurate, completely fabricated, or contain copyright-protected or proprietary information, therefore requiring thorough human review prior to use.

## **Be transparent and cite usage of AI.**

The use of generative AI for any DU related research, scholarship or work, should be clearly documented and disclosed.

## **When in doubt, reach out.**

As this industry rapidly changes, it is impossible to consider every scenario you might encounter. Work with the IT staff to get connected with the right people to help move your project forward, explore use cases, and mitigate risks.

### **See also:**

- [Sample Syllabus Statements for Generative AI](#)
- [Honor Code](#)
- [Office of Teaching and Learning - AI in the Classroom](#)
  - [AI in the Classroom](#)
  - Faculty Features
  - Using AI for Instructors
  - Concerns About Student Use
- [Information Technology Policies](#)
- [University of Denver Policy Library](#)