



AI Acceptable Use Policy

University of New Haven

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1 Purpose

The purpose of this policy is to outline the acceptable use of Artificial Intelligence (AI) as it relates to University of New Haven and to ensure its proper and ethical use. The policy allows employees to utilize AI as an online language model generating human-like concepts and ideas that can assist with various tasks, including answering questions, generating text, providing recommendations, and generating some forms of reports.

The policy outlines the standards that are required for employees to observe when using AI platforms, the circumstances in which usage of AI will be substantiated, and the action that will be taken in respect of breaches of this policy.

2 Scope

The scope covers all individuals at the university including students, faculty, employees, contractors, and volunteers (collectively referred to as employees).

All employees are expected to comply with this policy to protect the privacy, confidentiality, and interests of the university and our services, employees, partners, and clients.

Although artificial Intelligence is technology that can generate novel content, including text, imagery, audio, and synthetic data elements, this policy covers using AI to analyze or act upon existing university information. Though AI can produce content in many forms rapidly, it is always important to verify its results as it is based on a machine learning model that uses large data sets, however it may contain data biases typically found in any data model.

3 Policy

Purpose of AI Systems

AI systems must be used for lawful, ethical, and responsible purposes only. Users should clearly define the intended purpose of AI systems and ensure that their use aligns with legal and ethical standards.

- Clearly define the objectives and use cases for the AI system.
- Regularly review and update the system's purpose to ensure it remains lawful and ethical.
- Obtain legal advice or consult relevant guidelines to verify compliance with regulations and ethical considerations.

Lawful Use

Users must use AI systems in compliance with all applicable laws, regulations, and guidelines.

- Contact Legal and familiarize yourself with the laws and regulations governing the use of AI systems in your jurisdiction.
- Conduct regular audits and assessments to ensure ongoing compliance with legal requirements.
- Seek legal counsel or consult with experts when in doubt about the legality of specific use cases.

Privacy and Data Protection

Users must respect the privacy and confidentiality of individuals' data and adhere to applicable data protection laws and regulations.

- Obtain informed consent from individuals before collecting or processing their personal data. If consent is not obtained, ensure all information is de-identified.
- Implement robust data protection measures, such as encryption and access controls, to safeguard collected data.
- Regularly assess and update data handling practices to ensure compliance with evolving privacy regulations.
- Non-consensual generation of someone's likeness is prohibited.

Bias and Fairness

Users must strive to ensure fairness and prevent bias in the development, deployment, and usage of AI systems.

- Diversify the development team to include members with different backgrounds and perspectives.
- Continuously monitor and audit AI systems for biases in training data, algorithms, and outcomes.
- Regularly retrain AI models with representative and diverse datasets to reduce bias and improve fairness.

Transparency and Interoperability

Where feasible and appropriate, AI systems must be transparent, and their operations and decision-making processes must be explainable.

- Document and maintain records of the AI system's design, training data, and decision-making processes.
- Provide users with understandable explanations for the outcomes generated by AI systems.
- Explore techniques such as interpretable machine learning to enhance the interoperability of AI models.

Safety and Security

Users must prioritize the safety and security of AI systems and take necessary precautions to protect them from unauthorized access, tampering, or misuse.

- Implement robust authentication mechanisms and access controls to prevent unauthorized access to AI systems.
- Regularly update and patch AI systems with the latest security patches and fixes.
- Conduct security audits and vulnerability assessments to identify and address potential risks or weaknesses.

Accountability

Users shall be accountable for the actions and outcomes resulting from the use of AI systems.

- Establish clear lines of responsibility and accountability within your organization for AI system development and deployment.
- Monitor AI systems for unintended consequences or harmful outcomes and take appropriate actions to rectify them.
- Document incidents, learn from them, and implement measures to prevent similar issues in the future.

Ethical Considerations

Users must consider the ethical implications of AI systems, including potential societal impact.

- Conduct ethical assessments of AI systems before deployment, involving multidisciplinary perspectives.
- Engage in public discussions and seek input from affected communities to ensure ethical considerations are adequately addressed.
- Continuously review and update ethical guidelines as technology evolves and new challenges arise.

Intellectual Property

Users must respect intellectual property rights when using AI systems.

- Conduct thorough research to ensure that AI systems do not infringe upon existing copyrights, trademarks, or patents.
- Obtain proper licenses or permissions for any copyrighted materials used within AI systems.
- Give appropriate credit and attribution when utilizing external resources or open-source components.

Compliance and Reporting

Users must report any suspected violations of this policy or any concerns regarding the use of AI systems.

- Establish clear channels for reporting violations or concerns related to AI system usage.
- Encourage open communication and provide anonymous reporting options to ensure user confidence.
- Respond promptly to reports, conduct thorough investigations, and take appropriate actions based on the findings.

4 Enforcement

Failure to comply with this policy may result in the suspension or termination of access to AI systems, as well as legal consequences, where applicable.

- Establish a clear enforcement policy outlining the consequences of policy violations.
- Conduct regular audits to identify and address any breaches or violations.
- Educate users about the AUP, its implications, and the potential consequences of non-compliance.

5 Compliance

Adherence to this information security document is required. Incidents due to the user's lack of adherence will be subject to discipline, up to and including termination for employees and expulsion for students. In addition, any violation of this policy may result in the loss of access to AI.

6 Ownership and Review

This document is owned by the Chief Information Officer.

This document shall be reviewed on an annual basis.

Changes to this document shall be in accordance with the Document and Records Control Standard.

7 Contact Information

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8 Guidance

- NIST AI RMF 1.0
 - Artificial Intelligence Risk Management Framework

9 Reference Documents

- [University of New Haven Acceptable Use Policy](#)
- [University of New Haven Information Security Standards](#)
- [University of New Haven Data Classification Policy](#)

10 Revision History

Revision	Date	Author	Revisions
0.1	12/19/2024	V. Mangiacapra	Initial Draft - AI Acceptable Use Policy