



ETHICS AND RECORDS POLICY

NUMBER/TITLE: ER 607 – Artificial Intelligence (AI) Usage Policy

Covered Individuals: All University Employees, Contractors or Affiliates when acting on behalf of UIU.

Strategic Priority: SP 2.2

Covered Locations: All

HLC: Criterion 2

Effective Date: Once Approved

Consultations: President's Council and Executive Director of ITS

POLICY STATEMENT

Upper Iowa University requires employees to use artificial intelligence (AI) in a secure, ethical, and responsible manner. University business must be conducted using only university-approved AI systems, and employees remain accountable for all AI-assisted work.

PURPOSE

Upper Iowa University (UIU) recognizes the growing role of artificial intelligence (AI) technologies in supporting teaching, learning, administrative operations, and institutional effectiveness. This policy establishes guidelines for the responsible, secure, and ethical use of AI by university employees by:

- Protect university, student, and employee data;
- Ensure compliance with legal, regulatory, and accreditation requirements;
- Promote consistency through the use of university-approved AI systems; and
- Encourage responsible innovation while maintaining human accountability for decisions and outcomes.

DEFINITIONS

Artificial Intelligence (AI):

Computer systems or software capable of performing tasks that typically require human intelligence, including but not limited to content generation, summarization, analysis, prediction, or decision support.

Large Language Models (LLMs):

A type of artificial intelligence model designed to understand and generate human-like text. LLMs may power chat-based or generative AI tools that produce written responses, summaries, translations, or other content. Examples of public or open LLM-based tools include ChatGPT (consumer/public versions), Google Gemini, Anthropic Claude, Perplexity, and similar services that are not contractually governed by UIU.

University-Approved AI System:

An AI platform that has been reviewed, approved, and supported by Upper Iowa University for use with university data and university business.

University Data:

Any data created, received, maintained, or stored by UIU in the course of university business, including but not limited to student records, employee information, financial data, academic materials, internal communications, and proprietary or confidential information.

Public or Open AI Tools:

AI systems that are publicly available and not contractually governed by UIU, including tools that may retain, store, or use submitted information to train or improve their models. Examples include public chatbots and generative AI platforms such as ChatGPT (public/consumer versions), Google Gemini, Anthropic Claude, Perplexity, and similar services.

Data Classification:

The categorization of university data (e.g., public, internal, confidential) as defined by existing UIU data security policies.

POLICY IMPLEMENTATION**Use of University-Approved AI Systems**

UIU will designate and maintain one or more university-approved AI systems and/or a university-approved subscription platform that meet institutional standards for data security, privacy, and compliance. Employees must access AI capabilities for university business through the university-approved AI system or approved subscription platform. Employees may use university-approved AI systems for university business in accordance with this policy and all other applicable university policies.

Only AI systems reviewed and approved by the university may be:

- Integrated with university systems,
- Accessed using university credentials, or
- Used to process non-public university data.

University-approved AI systems must be approved by PC/IT Security and may be reviewed periodically to ensure continued compliance with security, privacy, and regulatory requirements.

Exceptions to the requirement to use only university-approved AI systems must receive prior approval from both the department's President's Council representative and the President.

Prohibited Use of Public or Open AI Tools

Employees shall not upload, input, or disclose university data into public or open AI tools that:

- Store or retain user inputs,
- Use submitted information to train AI models, or
- Do not provide contractual assurances regarding confidentiality and data protection.

This prohibition includes, but is not limited to:

- Student education records;
 - Employee or personnel information;
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- Financial, legal, or contractual documents;
- Internal reports, strategies, or communications; and
- Any data classified as internal or confidential.

Data Classification and Permitted Limited Use

AI tools may only be used with university data classified as public, unless the tool is a university-approved AI system authorized for higher data classifications.

Public or open AI tools may be used for:

- General knowledge inquiries,
- Brainstorming or ideation using non-university, non-identifiable information, and
- Tasks that do not involve university data or confidential information.

Employees are responsible for ensuring appropriate data classification before using any AI tool.

Human Accountability and Decision-Making

AI systems are intended to support, not replace, human judgment.

AI-generated outputs are advisory in nature and shall not be considered authoritative or final.

Employees remain fully responsible for the accuracy, appropriateness, and impact of all work products and decisions produced with the assistance of AI tools.

AI systems may not be used as the sole basis for decisions that directly affect individuals, including but not limited to:

- Hiring or employment decisions;
- Academic evaluation or grading;
- Admissions or enrollment decisions;
- Disciplinary actions; or
- Financial aid determinations.

Transparency and Disclosure

When AI tools materially contribute to official university communications, reports, instructional materials, or externally facing content, employees should be prepared to disclose such use upon request.

AI use must not misrepresent authorship, originality, or institutional positions.

Accuracy, Bias, and Ethical Use

Employees must:

- Review and verify AI-generated content for accuracy and relevance;
 - Be aware of potential bias or limitations in AI outputs; and
 - Ensure that AI use aligns with UIU's ethical standards and values.
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AI-generated content should not be used in ways that conflict with university policies, academic standards, or professional expectations.

Intellectual Property

Use of AI tools does not alter existing university intellectual property or ownership policies. Content created with the assistance of AI tools in the course of employment remains subject to applicable UIU policies and agreements.

Violations

Violations of this policy may result in corrective action in accordance with applicable university policies and procedures.

CUSTODIAN

Vice President of Marketing & Enrollment Services

RELATED DOCUMENTS, FORMS, AND POLICIES

[IT 506 Data Classification Policy](#)

[ER 606 FERPA Policy](#)

[ER 601 Code of Ethical Conduct](#)

[IT 507 Security Awareness Training](#)

[AA 152 Generative AI Use](#)

HISTORY

New/Revision Number	Date of Action/Approval	Revision Change
New	5/13/2026	Approved through UPC and President’s Council