ANA G. MÉNDEZ UNIVERSITY
ACADEMIC AFFAIRS

AGMU ANA G. MÉNDEZ UNIVERSITY

POLICY NAME	POLICY FOR THE RESPONSIBLE USE OF ARTIFICIAL INTELLIGENCE AT AGMU				
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INTRODUCTION/PURPOSE

Emerging technological and innovative changes have brought new challenges and opportunities for agile, productive development and, in turn, worrisome for developing content and advances in science, among others. Artificial intelligence (AI) has quickly been integrated into our lives, and we are perhaps unaware of its application in different areas of daily life. Our technological equipment and its assistants, common examples of which include SIRI, Alexa, and others, respond to us, recognize, and facilitate countless daily, personal, academic, work, and scientific research functions. Technological applications integrate artificial intelligence elements with multiple productivity functions such as, for example, translations, data analysis, and recommendations, among others. This type of artificial intelligence allows us to assist users, including those with visual or hearing needs.

Some higher education institutions also integrate elements of artificial intelligence, such as algorithms, into their marketing, retention, enrollment, interview, and research processes, among others. These facilitate functions and communications, recruitment, and continuous improvement of services and academic tasks.

Based on the rise that AI has taken, we consider it relevant and important to establish regulations on the use of these tools in academia. Therefore, responsible, guided, and clear integration is promoted on how, for what, and in what areas these processes could be implemented at AGMU. This will promote clarity and transparency while establishing the institutional perspective and position on the use of AI in academic, social, and intellectual activities.

This policy aims to guide, oversee, and regulate the use of artificial intelligence in an ethical, safe, responsible, and integral manner for the entire university community at AGMU. This policy incorporates a holistic approach considering the current AGMU policies on copyright, intellectual property, and overall academic fairness.

SCOPE

This policy will apply to all users of AGMU technological resources. This includes the university administration, students, teaching staff, contractors, external suppliers, consultants, job applicants, new entrants such as students and visitors, and corporations affiliated with AGMU. The regulations cover the direct or indirect use of AI technology, regardless of its geographical location.

DEFINITIONS AND CONCEPTS

1. Artificial Intelligence – Artificial intelligence (AI) in the context of higher education and as interpreted by AGMU may be considered a set of capabilities that focus on automation and encompass several perspectives:
    a. Goal-pursuing algorithm: Defines AI as any computational method designed to act independently toward a goal based on inferences from theory or patterns in data.
    b. Human-like reasoning: Refers to the theory and development of computer systems capable of performing tasks that typically require human intelligence, such as visual perception, speech recognition, learning, decision-making, and natural language processing.
    c. Intelligence Augmentation: This approach views AI as a design pattern for a human-centered collaboration model between people and AI to improve cognitive performance, including learning and decision-making.
2. AI Governance - Strategies and policies to manage and oversee the development and implementation of AI technologies.
3. AI Security - Measures and protocols to protect AI systems against unauthorized access, manipulation, or misuse.
4. AI-assisted: If you created the content yourself and used AI-based tools to edit, refine, error-check, or otherwise improve that content (whether text or images), then it is considered "AI-assisted" and not “AI-generated.” Similarly, if you used an AI-based tool to brainstorm and generate ideas but ultimately created the text or images yourself, this is also considered "AI-assisted" and not “AI-generated.”
5. AI-generated: We define AI-generated content as text, images, or translations created by an AI-based tool. If you use an AI-based tool to create the actual content (whether text, images, or translations), it is considered "AI-generated," even if you apply substantial edits afterward.
6. Artificial Neural Networks - Computing systems inspired by the biological neural networks of the human brain, used in machine learning and deep learning.
7. Automation - Automation is the use of technology to perform tasks where human intervention is minimized. This includes enterprise applications such as business process automation (BPA), IT automation, network automation, cross-system integration automation, industrial automation such as robotics, and consumer applications such as home automation and more.
8. Bias in AI - The tendency of AI systems to produce systematically biased results. This may be due, in part, to erroneous assumptions in the learning process.
9. Chat GPT - It is a variant of the GPT models provided by Open AI and designed specifically to generate text responses in a conversational format. Chat GPT is trained not only to understand and generate natural language but also to maintain a coherent and contextual flow in conversations, making it suitable for applications such as chatbots, virtual assistants, and other conversational interfaces.
10. COPILOT – Microsoft Copilot is an artificial intelligence plugin available from Microsoft. It works as a conversational system, meaning you can interact with this AI through a chat.

11. Data Privacy – Considerations for how personal data or personally identifiable information used by AI and other systems is collected, stored, processed, and shared.
12. Deep fake - also known as ultra-fake, is an acronym formed by the words “fake” (falsification) and “deep learning” (deep learning). It is an artificial intelligence technique that allows you to edit fake videos of people so that they appear to be real. Unsupervised learning algorithms, known as Generative Adversarial Networks (GAN), are used to create these fictional videos.
13. Ethics in AI - Principles and practices to ensure that the use and development of AI are morally acceptable and beneficial to society. AI is a relatively new technology, and these principles and practices continue to evolve.
14. Generative AI – is a branch of artificial intelligence that focuses on generating content from existing data. This technology uses advanced algorithms and neural networks to learn from text and images and then generate new and unique content. GAI's generative systems can create conversations, stories, images, videos, and music. Additionally, GAI can be trained for various purposes, such as chatbots, media creation, and product development.
15. GPT (Generative Pre-trained Transformer): It is a type of language model based on the Transformer architecture largely understood to be developed by OpenAI. GPT is trained in advance on a large corpus of text and then fine-tuned for specific natural language processing (NLP) tasks. These models can generate text, translate, answer questions, and perform other language-related tasks in a coherent and relevant way.
16. Human-Machine Interaction – The study and design of how humans interact with computer systems, including AI systems.
17. Large Language Model (LLM) - natural language processing model that has been trained on large volumes of text. These models have the ability to understand, generate, and manipulate human language in a sophisticated way. They use neural network architectures, such as Transformers. They are trained with vast amounts of data, allowing them to perform a wide range of language tasks, such as translation, summarization, text generation, and question-answering. Due to their large size and trainability, these models can offer deeper and more nuanced language understanding than smaller models.
18. Machine Learning: is closely related to artificial intelligence (AI) and data science and uses algorithms and statistical models to allow machines to improve their performance on a specific task through experience without being explicitly programmed for it. It is based on the idea that systems can learn from data, identify patterns, and make decisions with minimal human intervention.
19. Text-to-image - is a process by which images are generated from text. Instead of manually designing an image, an algorithm or artificial intelligence model is used to interpret and transform a textual description into a visual representation. This can be useful in various applications, such as automatically creating artwork, generating custom graphics, designing logos, creating video game scenes, and more. The process involves converting words into visual elements, such as shapes, colors, objects, and backgrounds, to create a coherent and meaningful image.
20. Text-to-video - is a process by which videos are generated from text. Instead of manually designing a video, an algorithm or artificial intelligence model is used to interpret and transform a textual description into a visual representation.
21. Text-to-voice - is a type of assistive technology that reads digital text aloud. It is sometimes called “read-aloud technology.” It is widely used in applications to generate written text.
22. Transparency and Accountability in AI - The ability to understand and explain how AI algorithms work and who is responsible for the results produced by these systems.

A. Norms

Ethical considerations and academic honesty

At AGMU, we recognize that AI has the potential to boost education, research, and innovation. However, along with this potential, we must also ensure the ethical and responsible use of AI and AI-based tools. Generative AI technologies are becoming common and popular and AGMU strives to ensure that members of the academic community, intentionally or due to lack of knowledge, engage in acts that fail to comply with academic integrity. An example of these potential acts is plagiarism (plagiarism reference). The fact that these technologies are not "human" does not mean that using their generated product may not be considered plagiarism. Ultimately, its "training" is based on other people's work and is not a product of the knowledge of the person who uses it.

Certainly, these tools can help in the creative, administrative, and intellectual process, but they cannot become a substitute for human thought and input. Although plagiarism is perhaps the ethical concern that first comes to mind, there are others that are equally important, in areas such as equity and justice (many AI tools perpetuate biases, discrimination, and injustices to members of certain groups), privacy and protection of data (type of use of personal data in institutional AI programs), security (cyber-attacks and unauthorized access to institutional data), among others.

Within the framework of this policy, it is essential to consider academic honesty as an essential pillar of institutional academic processes. Academic honesty refers to the practice of maintaining integrity and ethics in the educational field, including the following aspects:

- *Authenticity of Work*: All work submitted by students must be their own effort. This involves avoiding plagiarism, which is presenting another person's work, ideas, words, or data as if they were your own.
- *Ethical Use of Technology*: In the context of AI, academic honesty also encompasses the ethical and responsible use of technologies such as machine learning systems and language models in research and learning. This means avoiding undue reliance on these tools for academic tasks and ensuring that their use does not violate established academic standards.
- *Integrity in Exams and Assessments*: Maintain honesty during exams and other assessments, avoiding fraud, cheating, and other forms of academic dishonesty.
- *Respect for Institutional Rules*: Adhere to the policies and regulations established by AGMU in relation to academic conduct, including rules on tasks' collaboration, presentation of work, and use of academic resources.
- *Research Transparency*: Maintain a transparent and ethical research practice, reporting results honestly, without manipulating data or results, and appropriately recognizing the contributions of others, including AI.

The Academic Integrity Commission of the Academic Senate will collaborate in the implementation and compliance of this policy to establish the position of the Ana G. Méndez University on the use of Artificial Intelligence.

All course syllabi and guides, regardless of the teaching methodology and/or format used for the course in the LMS, will include the following text:

"The Ana G. Méndez University maintains a firm commitment to ethics and academic honesty in all areas of the educational and research process. All submitted work is expected to reflect original efforts from the mind of a human being, and any use of external material must be properly cited in accordance with the Academic Integrity policy. The ethical and responsible use of artificial intelligence in any of its aspects is urged. Works created by artificial intelligence to represent an original contribution may be considered plagiarism."

B. Examples of AI permitted uses

Using or consulting with generative AI tools will be treated analogously to assistance from another person. Examples of permitted uses of AI include, but are not limited to:

- Idea generation - developing outlines in the planning phase of projects, tasks or assignments
- Writing assistance - checking grammar and style; and obtaining writing suggestions provided the final content is reviewed and adjusted by the author.
- Research and development - generating and refining ideas; refining questions or hypotheses; consulting on a topic.

C. Examples of where AI is not permitted

The use of generative AI tools is not permitted for the following activities, among others:

- Content development – creating substantive content for academic work such as assignments, exams, essays, presentations, theses, dissertations, or research projects required for a course.
- Discussion forums and class participation – using the tool to write substantive responses in discussion forums assigned to the student, participate in debates, or any other activity that requires student expression.
- Group projects – completing an assigned task as part of a project or group work.
- General academic activities – the student is expected to demonstrate his or her own knowledge, skills, and effort in academic activities. These should not be completed with the help of generative AI.

D. General Considerations

- Associates – AGMU associates may use AI to generate information and facilitate decision-making and operations. You must comply with existing copyright, privacy, security, and data integrity policies and laws.
- Faculty – AGMU faculty members may use AI to improve teaching and learning, generate content, and provide feedback. Faculty may authorize students to use AI as long as they comply with existing copyright, privacy, security, and data integrity policies and laws
- Research - The university community permits research development through the assisted or generated implementation of AI. In addition, it allows its application in various fields, ensuring that researchers comply with existing copyright, privacy, security, and information integrity policies. University organizations or external funding agencies will regulate the investigative processes.
- Personal Use - Personal use of AI at the University, whether in work, academic, or research contexts, must comply with current institutional regulations and policies. Personal use of AI, through public or private services, or as part of work tools not officially adopted by the

University, must adhere to the acceptable use of technology policies. The University is not responsible for the personal use of AI or its personal consequences, and institutional policies will apply if AI is used inappropriately.

- External hires – Any person or entity hired by AGMU that uses AI must comply with existing copyright, privacy, security, and information integrity policies.

E. Use of Confidential or Personal Data

The use of Artificial Intelligence where confidential university data or personal data is included is prohibited. Public AI platforms can represent a security risk, as the information could be accessible to an unauthorized third party, compromising institutional privacy and security.

F. Disciplinary Measures

Any person who violates any provision contained in this Policy will be subject to disciplinary and/or corrective measures according to the severity of the violation and the applicable policies imposed by AGMU. Any possible violation of the provisions of this Policy and applicable laws will be referred to the Vice Presidency of Academic Affairs and/or the Executive Director for evaluation and determination.

ENFORCEMENT

Further disregard and/or non-compliance in these areas, or with company policy in general, will result in further corrective action, up to and including termination of employment.

VALIDITY

This Policy will come into effect from the date of its publication and will be reviewed every three (3) years or when deemed necessary, whichever comes first.