



## **Generative Artificial Intelligence Policy**

**Category:** Governance

**Responsible Office:** Information Technology & Computing Services

**Responsible Administrator:** Vice President of Strategy and Innovation

**Date Effective:** 12/17/2025

**Date Last Revised:** 12/17/2025

**Date Posted to Library:** 12/19/2025

### **POLICY SUMMARY**

This policy outlines the responsible and ethical use of Generative Artificial Intelligence (AI) tools at San Francisco Bay University (SFBU). This policy establishes the University's expectations and procedures to ensure the use of Generative AI aligns with SFBU's mission, values, and commitment to integrity, innovation, and data security.

### **POLICY**

#### **Policy Statement**

This policy establishes a framework for the responsible, ethical, and effective use of Artificial Intelligence (AI) technologies at San Francisco Bay University (SFBU or University). The University recognizes the potential of AI to enhance teaching, learning, creativity, and operations, while also acknowledging the need to uphold academic integrity, protect privacy, and comply with applicable laws and policies.

SFBU embraces AI as a tool that complements and enhances human learning, decision-making, and innovation. All members of the University community must use AI transparently and ethically, disclosing its use in academic or administrative work as required. AI use must also align with federal and California state privacy laws, including the California Invasion of Privacy Act (Penal Code §632), which prohibits the recording of confidential communications without consent from all parties. Unauthorized or undisclosed use of AI constitutes a violation of the University's Academic Integrity Policy.

The University is committed to ensuring that AI is applied in ways that promote fairness, inclusion, and accountability. All AI use must align with the University's codes of conduct, information security standards, and applicable regulations, supporting SFBU's mission.

## **Applicability**

This policy applies to all SFBU employees, students, and third-party contractors who use Generative AI tools for University-related teaching, learning, research, or administrative functions.

This policy does not apply to:

- Personal use of AI tools unrelated to University work or study.
- Public-facing events or activities where AI interaction is incidental.

## **Procedure**

### **Procurement and Approval of AI Tools**

- All acquisitions (including free tools) must be reviewed and approved by the Office of Information Technology & Computing Services (ITCS) before use with University systems or data. ITCS will ensure security, privacy, and contractual compliance and may recommend an alternative approved tool.
  - SFBU will use enterprise-safe AI platforms that prevent the use of the University's inputs from being used to train external AI systems.

### **Protection of Confidential and Personal Information**

- Users should not input confidential or personal Information into AI tools unless approved by ITCS and governed by a validated contract that ensures data protection and non-disclosure. Avoid uploading intellectual property or proprietary content in Large Language Models (LLMs).

### **Accuracy and Reliability**

- Users are responsible for confirming the factual accuracy and compliance with academic or operational standards and policies.
  - Users should not rely solely on AI-generated information without human review or oversight.

### **Avoiding Bias and Discrimination**

- Users must critically assess AI outputs for bias, stereotyping, or discriminatory implications.
- SFBU prohibits the use of AI tools to generate or disseminate biased, defamatory, or discriminatory content.

## **Prohibited Uses**

- The following uses of AI are strictly prohibited and may result in disciplinary actions up to expulsion (student) or termination (employee):
  - Generating or disseminating malicious content, including malware or misinformation.
  - Circumventing University security controls or privacy protections.
  - Using AI to impersonate individuals, whether or not they are affiliated with SFBU, unless approved by the University or the individual.

## **AI and Teaching and Learning**

### **STUDENTS**

- Unless explicitly authorized by an instructor, using AI to complete coursework, exams, or projects may constitute academic misconduct.
  - Students must adhere to the specific AI-use requirements communicated by their instructors. The expectations may vary per course.
  - Unauthorized or undisclosed use of AI tools constitutes a violation of academic integrity as defined in the University Catalog and may result in disciplinary action.
  - Students should seek clarification from their instructors when uncertain about permitted use.
- Unless explicitly prohibited in the course syllabus, students may use AI-based notetakers during classes and course discussions.
- Students with a formal accommodation from the Office of Disability Services may use AI-based note-taking tools in all classes and course discussions, even if the syllabus or faculty restricts their use.

### **FACULTY**

- Faculty and staff responsible for delivering a course must clearly communicate the permitted use of AI technology for assignments and assessments.
- Communication may occur through any of the following:
  - Course syllabus
  - Assignment instructions
  - Learning Management System (LMS) postings
  - Classroom announcements or written notices
- Faculty should emphasize the importance of academic honesty and clearly define how AI use aligns with course objectives.
- AI detection tools may be used to support, but not solely determine, findings of academic misconduct.

## **AI and Administrative or Operational Use**

- Employees who use AI tools to support administrative, operational, or service functions must follow University standards for ethical and transparent AI use outlined above.
- Employees should treat AI as a support tool and not a replacement for human judgment, oversight, and accountability for all work product.

- Recording or transcription of meetings using AI-powered tools (e.g., Otter.ai, Microsoft Copilot, Fireflies, Zoom AI Companion, etc.) requires explicit consent from all participants before activation.
  - Use of AI notetakers in meetings involving personal or sensitive information (e.g., personnel discussions, student records, FERPA-protected content) is discouraged.
- Supervisors should ensure that AI use within their departments aligns with this policy and that staff receive periodic training on responsible and effective AI practices.

### **Compliance and Oversight**

Information Technology & Computing Services, in collaboration with the Office of the Provost and AI Strategist, will periodically review AI-related practices to ensure compliance with this policy. This group will also provide regular updates to the Vice President of Strategy and Innovation and may report significant findings, emerging risks, or recommended policy modifications to the University Policy Committee. These oversight measures ensure continuous accountability, transparency, and alignment with SFBU's commitment to responsible and ethical AI adoption.

### **Definitions**

#### **Generative Artificial Intelligence (AI)**

Any machine-based tool that produces human-like outputs (e.g., text, images, audio, code) in response to user input.

#### **AI Notetaker**

An automated system that uses AI to record, transcribe, or summarize conversations or meetings.

#### **Confidential Information**

Any non-public data belonging to SFBU or its affiliates, including proprietary, financial, research, or personnel information, that is protected under the Information Security Policy. This also includes information created, collected, or maintained by or on behalf of SFBU for academic, operational, or administrative purposes (i.e., course materials, exam content, or student communications, etc.)

#### **Personal Information**

Data that identifies or relates to an individual, including but not limited to name, ID numbers, contact details, or other personally identifiable information.

#### **Student**

Any individual enrolled in credit or non-credit courses or programs offered by SFBU, regardless of full-time or part-time status or delivery method (e.g., face-to-face, hybrid, remote).

### **Responsibility**

The Senior Director of Information Technology & Computing Services maintains oversight of AI tools, vendor approvals, and cybersecurity compliance.

The AI Strategist ensures alignment of instructional practices with this policy and integrates AI education into faculty, staff, and student training.

### **RELATED INFORMATION**

**Data Privacy Policy**

**University Catalog**

### **CONTACT INFORMATION**

**Information Technology & Computing Services**

Email: [itcs@sfbu.edu](mailto:itcs@sfbu.edu)

### **REVISION HISTORY**

12/16-2025 - Policy reviewed by the President and the Provost

11/05/2025 - Policy reviewed by the Policy Committee

10/27/2025 - Policy revised

03/01/2025 - Policy created and transferred to the standard policy template

### **Next Review Date**

October 2026

### **APPROVAL**

12/17/2025 - President

11/12/2025 - University Policy Committee

### **APPENDICES**

None

*The SFBU enterprise version of ChatGPT was used in the drafting of this policy to support clarity, consistency, and alignment with institutional standards.*