



Artificial Intelligence Acceptable Use

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1. Policy Statement

Valdosta State University recognizes that artificial intelligence (AI) can be a beneficial tool for supporting learning experiences and research within higher education. To that extent, VSU provides information and resources to its community to promote the ethical, responsible, and secure use of artificial intelligence (AI) in an academic setting. This policy adheres to Board of Regents Policy 6.28.

2. Scope

All users of any state-owned resources, whether facilities, IT equipment, or third-party platforms, should adhere to the guidelines of this policy. Use of AI in an academic context or non-academic setting not only applies to faculty conducting instruction and research, but to any and all academic and non-academic employees in administrative units, departments, offices, and centers who may use AI tools in the course of their work. Students and employees are expected to take personal responsibility and are accountable when using AI tools.

3. Definitions

Commonly accepted definitions provided by the University System of Georgia (Artificial



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Intelligence Guidelines p. 4¹) include:

- Artificial Intelligence (AI) – A technology family that enables computers to perform a variety of advanced functions, including the ability to process visual cues, understand and translate spoken and written language, analyze data, and make recommendations from heuristic analyses.
- Deep learning (DL) – A method of AI that teaches computers to process data in a way that is inspired by the human brain. Deep learning models typically are used to recognize complex patterns in pictures, text, sounds, and other data to produce accurate insights and predictions.
- Generative AI (GenAI) – A form of AI capable of generating text, images, videos, or other data using generative models, often in response to prompts.
- Hallucinations - Conditions when the output of a process using artificial intelligence identifies patterns or objects that are nonexistent, creating nonsensical or inaccurate outputs.
- Large Language Model (LLM) – A computational model recognized for the ability to achieve general-purpose language generation and other natural language processing tasks such as classification.
- Machine Learning (ML) – A branch of AI and computer science that focuses on using data and algorithms to enable AI to imitate the way that humans learn, gradually improving its accuracy.
- Prompt Injection – A specialized type of cyber-attack against LLMs, whereby bad actors disguise malicious inputs as legitimate, resulting in the return of erroneous results or leaking sensitive information.

4. Ethical Principles

In addition to the guiding principles found in the USG Personnel Conduct Policy 8.2.18,² the VSU Student Code of Conduct,³ VSU Faculty Handbook Statement on Academic Freedom,⁴ and the Blazer Creed,⁵ VSU students and employees should abide by these principles when utilizing AI (Artificial Intelligence Guidelines p. 4⁶):

- Protection: Protect and preserve the safety of humans, their name, image, and likeness.
- Compliance: Comply with law and similar regulations.
- Focus: Use AI for the planned purpose.
- Purpose: Advance VSU's mission, values and business objectives.
- Performance: Periodically review results with stakeholders to ensure AI is successfully meeting objectives.
- Vigilance: Employ due care when using AI to safeguard against abuse.

¹ [https://www.usg.edu/information_technology_services/assets/information_technology_services/documents/USG_ITHB_AI_Guide_\(Final\).pdf](https://www.usg.edu/information_technology_services/assets/information_technology_services/documents/USG_ITHB_AI_Guide_(Final).pdf)

² https://www.usg.edu/policymanual/section8/C224#p8.2.18_personnel_conduct

³ <https://www.valdosta.edu/administration/student-affairs/student-conduct-office/student-handbook.php>

⁴ <https://www.valdosta.edu/academics/academic-affairs/faculty-handbook/academic-freedom.php>

⁵ <https://www.valdosta.edu/administration/student-affairs/the-blazer-creed.php>

⁶ [https://www.usg.edu/information_technology_services/assets/information_technology_services/documents/USG_ITHB_AI_Guide_\(Final\).pdf](https://www.usg.edu/information_technology_services/assets/information_technology_services/documents/USG_ITHB_AI_Guide_(Final).pdf)



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- Inventoried: Maintain a current inventory of all AI components and tools that detail their type, purpose and organization benefit.
- Human-Informed: Because AI tools often mimic human behavior, speech, and mannerisms, AI interacting directly with humans should disclose its outputs or responses are machine-generated. In circumstances where AI is used in research with human subjects, disclosing the use of AI should be incorporated into informed consent.

5. Common AI Applications Used at Academic Institutions

Application Area	Typical AI Model Types
Predictive Analytics	Machine Learning (ML), Statistical Models (e.g., logistic regression, decision trees, ensemble models)
Chatbots/Virtual Assistants	Natural Language Processing (NLP), Large Language Models (LLMs) (e.g., GPT-based models), Rule-based systems
Adaptive Learning & Tutoring	ML (Reinforcement Learning, Supervised Learning), NLP, Recommendation Systems
Generative AI for Content Creation	Generative Pre-trained Transformers (GPT), Diffusion Models, Large Language Models (LLMs)
Automated Grading	NLP, ML Classification Models
Plagiarism Detection	NLP, Similarity Detection Algorithms, ML
Data Analytics & Institutional Research	ML, Data Mining, Statistical Analysis
Proctoring & Security	Computer Vision, ML Classification, Behavioral Analytics
Administrative Automation	ML, Robotic Process Automation (RPA), NLP

A current inventory of approved and not approved AI tools used by Valdosta State University is available at <https://www.valdosta.edu/administration/it/a.i-guidelines.php> [Use Active Directory credentials to login and view list.] The inventory includes the tool name, vendor, AI tool type, AI model type, description of institution data and student data interacting with the AI tool, and purpose or organizational benefit.

6. Acceptable Use by Students

When permitted by the course syllabus and policies, students using AI should:

- Exclusively utilize the AI program(s) designated as acceptable by the course instructor. This use will be limited as indicated in the instructions for the assignment or activity.
- Clearly disclose the use of AI as directed by the course instructor. This may include the submission of prompts or transcripts utilized to generate the AI content. Students may be required to include properly formatted citations in the style indicated for the assignment (i.e., APA, MLA, or Chicago).
- Respect the privacy of others and avoid entering personal or confidential information, images, or likenesses into AI programs without individual permission.
- Review output generated by AI to ensure that the information is accurate and appropriate for the assignment.
- Comply with copyright rules when entering data into AI programs and when utilizing data or artifacts generated by AI programs.



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- Follow the guidelines of appropriate oversight committees and/or organizations when engaging in research or when required by professional programs such as nursing, social work, or education. Such requirements will be explained by the course instructor.
- Only use AI tools with explicit permission from the instructor to complete exams, quizzes, online discussion posts, essays, or any other assessments.

Citing AI-Generated Content

It is important to properly credit the original authors/creators of ideas, images, and information. The links below provide guidance for several academic disciplines on citing AI-generated content:

- [APA Style](#)
- [MLA Style](#)
- [Chicago Manual of Style](#)

7. Acceptable Use by Employees (including student assistants, graduate assistants, volunteers, and non-compensated affiliates)

When using AI tools for administrative work and instruction and teaching, faculty, staff, and all other employees should:

- Utilize AI in ways that encourage the development of skills, knowledge, and creativity, and not as a replacement for learning including building students' AI literacy and prompt engineering skills so they can navigate this technology ethically.
- Define the acceptable uses and unacceptable uses of AI for students enrolled in their courses and include these in their syllabi.
- Adhere to evidence-based best practices for AI use in their professional/academic field when developing curriculum and/or materials for campus use.
- Ensure that materials generated by AI programs for student or campus use are accurate and free from bias.
- Reach out to students regarding suspected use of unauthorized AI programs prior to making an academic integrity referral.
- Learn about any AI detection programs they plan to use along with the associated benefits and challenges of utilizing that AI detection software. Notify students in the syllabus if using AI detection software.
- Be transparent regarding the use of AI in their work/curriculum when appropriate or beneficial to student learning. For example, provide an adequate disclosure in an appropriate place (footnote, reference page, appendix, etc.) to indicate when and how AI was used and the tool used.
- Disclose if and how an AI tool was used to inform decision making including grading and assessment of student work. AI should not be used as the primary decision maker regarding disciplinary actions (terminations, failing a student, etc.).
- Protect all personally identifiable information when using AI tools. Avoid entering the private information of others, such as students, coworkers, staff, and administrators, into AI programs without the appropriate authorization or permission and remain cognizant about using any third-party tools which automatically integrate into applications.



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- Follow the guidelines of appropriate oversight committees and/or organizations regarding AI use in the creation of scholarly and/or publishable materials and research.
- Respect copyrights when entering data into AI programs and when utilizing data generated by AI programs.
- Not assign or prescribe any work that necessitates use of AI tools that require a fee, including paid, subscription-based, or any other fee-based AI model, unless that fee has been preapproved by the University and students are informed in advance of the fee.
- Utilize only the AI tools officially adopted by VSU.
- Report any privacy or confidentiality issues to privacy@valdosta.edu

When using AI tools for research and scholarship, faculty and staff should:

- Maintain human oversight and control of AI in research processes. This includes securing Institutional Review Board (IRB) approval when appropriate and potentially a privacy impact assessment.
- Disclose the use of AI into informed consent when AI is used in research with human subjects.
- Ensure that results of any AI tools used in research are validated for accuracy and disallow the acceptance of output as fact without independent human oversight.
- Disclose the use of content generated by an AI tool in producing scholarly communications, such as literature reviews, grant proposals, academic writing, and publishing.
- Ensure accuracy and avoid including information that infringes on intellectual property or copyright.
- Adhere to specific policies and guidance from funding agencies and publishers regarding the use of AI.
- Protect all personally identifiable information including images and likenesses when using AI tools. Avoid entering the private information of others, such as students, coworkers, staff, and administration, into AI programs without the appropriate authorization or permission.

Syllabus Statement

Instructors using AI will clearly and specifically inform students in the course syllabus what is acceptable use and not acceptable use of AI tools. Sample syllabus statements are linked below in Section 12 Resources and Training.

Integrated AI Tools

Valdosta State University has licensed several AI tools that are integrated into existing platforms or software packages. Faculty should review the AI tools inventory (posted at <https://www.valdosta.edu/administration/it/a.i-guidelines.php>) to specifically include or exclude these programs or portions of these programs for student use.

8. Selection and Review of New and Existing AI Tools

Selection of New AI Tools

All new AI tools under consideration for use by Valdosta State University are to be evaluated



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through existing procurement procedures with special focus to ensure:

- AI tool supplier relationship agreements contain provisions for addressing ethical considerations and include safeguards against bias, hallucinations, and prompt injections.
- AI tool supplier relationship agreements include assurances covering ethical principles.
- AI tools considered for purchase are used in academic contexts which comply with applicable laws, regulations, and industry standards.
- AI tool suppliers collect and process data in compliance with privacy laws (e.g., FERPA, GDPR, CCPA).
- Completion of a cybersecurity review irrespective of procurement method.

Numerous AI tools are available for free. In those cases, email security@valdosta.edu to request a proposed tool be evaluated and approved.

The Georgia Technology Authority's (GTA) Office of Artificial Intelligence guidance can inform selection of appropriate tools. If approved, the names of new AI tools are added to the online inventory (<https://www.valdosta.edu/administration/it/a.i-guidelines.php>). Tools not approved for VSU-related work are also listed.

Review of Existing AI Tools

Annually, or upon significant changes in AI technology, regulation, institutional strategy, or BOR/USG policies, representatives from VSU divisions will conduct the review. The review will use an appropriate checklist or rubric with specific assessment of the following elements:

- Continued alignment with institutional goals and ethical standards,
- Compliance with applicable laws and privacy regulations,
- Performance and reliability of AI tools, including any reported issues or concerns such as any evidence of potential bias, discrimination, or disparate impacts, consistent with USG equity commitments, and
- Vendor assurances regarding ethical principles and data protection (e.g., FERPA, GDPR, CCPA).

AI tools identified as non-complaint or obsolete are moved to not allowed in the online inventory. [See Records Retention section of this document.]

9. Procedures

To ensure successful implementation of this policy, multiple divisions, units, and departments must collaborate. The units in the table below will develop internal procedures and timelines to attain compliance.

Unit	Task Description	Cycle/Frequency
Artificial Intelligence (AI) Innovation Committee	• Monitor regulatory developments related to AI; this may include subscribing to professional and discipline listservs and reviewing guidance issued by the Georgia Technology Authority's Office	Routinely
Center for eLearning		
Information Technology/ Information Security		



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(InfoSec) Faculty Senate Technology Committee	of Artificial Intelligence • Submit/distribute any required institutional policy updates to units such as the University Policy Administrator, Student Life Office, Information Technology, faculty, etc.	
Artificial Intelligence (AI) Innovation Committee Information Technology/ Information Security (InfoSec)	• Maintain VSU's AI tool inventory (approved and non-approved tools) • Post the lists online at https://www.valdosta.edu/administration/it/a.i-guidelines.php • Develop a process and timeline to review the AI tool inventory • Ensure AI tool suppliers collect and process data in compliance with privacy laws (e.g., FERPA, GDPR, CCPA).	Review annually or upon significant changes in AI technology, regulation, institutional strategy, or BOR/USG policies, and at the time a new AI tool is purchased/implemented
Information Security (InfoSec) Legal Affairs Procurement	• Ensure AI tool suppliers relationship agreements contain provisions for addressing the ethical considerations and include safeguards against bias, hallucinations, and prompt injections as well as notify VSU of data breaches, algorithmic bias incidents, or material model changes • Ensure AI tool suppliers relationship agreements include assurances covering ethical principles • Ensure all AI tools adopted for instruction or administration comply with Section 508/ADA accessibility requirements • Ensure AI tools considered for purchase are used in academic contexts which comply with applicable laws, regulations, and industry standards • Ensure AI tool suppliers collect and process data in compliance with privacy laws (e.g., FERPA, GDPR, CCPA)	At initial award and renewal of the contracted service



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Artificial Intelligence (AI) Innovation Committee Center for Excellence in Learning and Teaching (CELT) and Center for eLearning Information Technology Office of Human Resources and Employee Development Odum Library Office of Student Conduct	• Provide professional development for faculty and staff, along with educational options for students, regarding AI ethics, responsible use, and potential risks • Implement monitoring procedures to ensure required training is being completed timely	Immediately upon the occurrence of any of the following: Updates to federal, state, or international laws and regulations; Revisions to institutional strategy or academic priorities; New guidance or mandates issued by the Board of Regents (BOR)
Office of Human Resources and Employee Development	• Promote awareness of the institution's policy and related procedures in academic contexts • Implement monitoring procedures to ensure required training is being completed timely	Annually during Compliance Month training, New Employee Training, and Ethics Week programming
Center for Excellence in Learning and Teaching (CELT) and Center for eLearning Odum Library Office of Academic Affairs Office of Student Conduct	• Promote awareness of the institution's policy and related procedures in academic contexts	Annually during New Faculty Orientation
Office of Academic Affairs Office of Student Conduct	• Revise the online Academic Honesty Policy and Resource materials • Revise sample Academic Integrity statements which VSU instructors may use in course syllabi	Routinely
Office of Student Conduct	• Revise the Academic Student Code of Conduct to incorporate AI acceptable use	Routinely



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Institutional Review Board (IRB) Office of Sponsored Programs and Research Administration (OSPRA)	• Maintain human oversight and control of AI in research processes • Ensure that results of any AI tools used in research are validated for accuracy and disallow the acceptance of output as fact without independent human oversight • Inform faculty about the use of Artificial Intelligence in producing scholarly communications, such as literature reviews, grant proposals, academic writing, and publishing, to include disclosures of use and a thorough review of the content generated by the AI tool to ensure accuracy and avoid including information that infringes on intellectual property or copyright • Ensure authors adhere to specific policies and guidance from funding agencies and publishers regarding the use of AI • Update Research Ethics website⁷ with additional guidance on the use of AI	Upon review and submission of grant applications, Institutional Review Board, Conflict of Interest, Intellectual Property, Export Control, Institutional Animal Care and Use, and any other related applications
Associate Deans in Academic Colleges/Schools Dean of Students Office	• Serve as the point of contact for students and faculty who have questions about this policy or the use of AI tools used; refer questions as appropriate	As needed

10. Violations of AI Policy

AI Integrity for Students

Academic integrity is the responsibility of all VSU faculty and students. Faculty members should promote academic integrity by including clear instruction on the components of academic integrity, including AI, and clearly defining the penalties for cheating and plagiarism in their course syllabi. Students are responsible for knowing and abiding by the Academic Integrity

⁷ <https://www.valdosta.edu/academics/graduate-school/research/office-of-sponsored-programs-research-administration/research-ethics.php>



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Policy⁸ as set forth in the *Student Code of Conduct* and the faculty members' syllabi. All students are expected to do their own work and to uphold a high standard of academic ethics. Appendix A of the *Student Code of Conduct* in the VSU [Student Handbook](#) outlines academic integrity violations as well as the academic response and disciplinary response to such violations. Academic integrity violations may result in suspension or expulsion from the university.

AI Integrity for Employees

Employees using AI tools in an unauthorized manner may face disciplinary sanctions according to the type of violation in the annual evaluation process or through the procedures stipulated in the policies below. Other applicable policies on ethical behavior in the workplace include the following:

- VSU [Classified Employee Handbook](#), Standards of Conduct Section (p. 35)⁹
- USG [Personnel Code of Conduct 8.2.18](#)¹⁰
- VSU [Academic Code of Professional Ethics](#)¹¹
- [VSU Information Resources Acceptable Use Policy](#)¹²
- [VSU Information Security Policy](#)¹³
- [VSU Information Technology Procurement Procedures](#)¹⁴
- [Security of Student Information \(Gramm-Leach-Bliley Act\)](#)¹⁵
- [Research Ethics for Sponsored Programs](#)¹⁶

11. Records Retention

Any records created by VSU personnel in conjunction with the selection and review of new and existing AI tools will be kept by the respective department conducting the review or generating the record. The records should be saved in a secure, collaborative workspace (i.e., Teams, network drive, etc.) that can be accessed by future employees in case of open records requests, security investigations, or audits. Those records are maintained according to USG Records Retention Schedules.

12. Resources and Training

- AI Literacy Library Guide (https://libguides.valdosta.edu/AI/artificial_intelligence)
- Good Practices in the Use of Generative AI (<https://sacscoc.org/app/uploads/2025/06/AI-Good-Practices-Document.pdf>)
- Guidelines for Using Generative AI Tools in Open Educational Resources

⁸ <https://www.valdosta.edu/administration/student-affairs/student-conduct-office/student-code-of-conduct/appendix-a-academic-integrity/academic-integrity-appendix-a.php>

⁹ <https://www.valdosta.edu/administration/finance-admin/human-resources/documents/employee-handbook.pdf>

¹⁰ https://www.usg.edu/policymanual/section8/C224#p8.2.18_personnel_conduct

¹¹ <https://www.valdosta.edu/academics/academic-affairs/faculty-handbook/academic-code.php>

¹² <https://www.valdosta.edu/administration/policies/documents/information-resources-acceptable-use.pdf>

¹³ <https://www.valdosta.edu/administration/policies/documents/information-security.pdf>

¹⁴ <https://www.valdosta.edu/administration/it/it-procurement.php>

¹⁵ <https://www.valdosta.edu/administration/policies/documents/security-of-student-information.pdf>

¹⁶ <https://www.valdosta.edu/academics/graduate-school/research/office-of-sponsored-programs-research-administration/research-ethics.php>



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- (<https://affordablelearninggeorgia.org/resources/opengenai>)
- Sample AI syllabus statement (<https://www.valdosta.edu/academics/academic-affairs/academic-integrity-statements.php>)
- Sample AI Syllabus Statements from the University of Texas at Austin's Center for Teaching and Learning (<https://ctl.utexas.edu/chatgpt-and-generative-ai-tools-sample-syllabus-policy-statements>)
- Skillsoft Percipio Learning (<https://valdosta.percipio.com/>) – use VSU credentials to login and search for artificial intelligence
- Trainings offered by the Center for Excellence in Learning and Teaching (CELT) and Center for eLearning (Login to BlazeView then select the “BlazeView 101 Pedagogy and Technology” course)
- USG Guide to Generative Artificial Intelligence (Login: usgtrain.view.usg.edu)
- USG AI Community Listserv-Collaborate, Learn and Innovate (<https://frontpage.gcsu.edu/node/20838>)

13. References

- Board of Regents Policy 6.28: Artificial Intelligence in Academic Contexts (<https://www.usg.edu/policymanual/section6/C2896/>)
- Board of Regents Policy 8.2.18: Personnel Conduct (https://www.usg.edu/policymanual/section8/C224/#p8.2.18_personnel_conduct)
- Georgia Technology Authority 5 Guiding Principles (<https://ai.georgia.gov/guidance/guidelines-state-organizations/5-guiding-principles>)
- Georgia Technology Authority Artificial Intelligence Responsible Use (<https://gta-psg.georgia.gov/psg/artificial-intelligence-responsible-use-ss-23-002>)
- Georgia Technology Authority Guidance for Select Tools (<https://ai.georgia.gov/guidance/guidance-select-tools>)
- USG Artificial Intelligence Guidelines: A USG IT Handbook Companion Guide ([https://www.usg.edu/information_technology_services/assets/information_technology_services/documents/USG_ITHB_AI_Guide_\(Final\).pdf](https://www.usg.edu/information_technology_services/assets/information_technology_services/documents/USG_ITHB_AI_Guide_(Final).pdf))
- USG Business Procedures Manual 12.6 Data Privacy (https://www.usg.edu/business_procedures_manual/section12/C3013)
- USG Records Retention Schedules (https://www.usg.edu/records_management/schedules/all_schedules)
- VSU Blazer Creed (<https://www.valdosta.edu/administration/student-affairs/the-blazer-creed.php>)
- VSU Student Code of Conduct (<https://www.valdosta.edu/administration/student-affairs/student-conduct-office/student-handbook.php>)

14. Questions, Concerns, or Complaints Related to AI Tool Usage

The Blazer Creed articulates the goals of the VSU community and affirms that members of this community will strive to display the attributes of Civility, Integrity, and Citizenship in their dealings with each other. When students face issues in their experience at Valdosta State



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University that cause them concern, they should work to resolve these issues in this spirit. As an educational community, faculty, staff, and students should handle all issues with care and concern, endeavoring to communicate clearly, effectively, and respectfully.

Student questions or concerns about the use of AI in academic contexts

For students, the most effective and expeditious route to approach a concern is to first speak directly with the individual involved, whether it is a faculty member, an advisor, a staff member in an office, etc. If students do not feel comfortable meeting with the involved faculty/staff member to discuss the concern, they may prefer to contact the individual's immediate supervisor (a department head, director, etc.). If the question or concern is unresolved, a student may pursue a more formal process by communicating in writing to the academic program or office. The website <https://www.valdosta.edu/academics/academic-affairs/concerns-complaints-grievances.php> provides students with methods and contact information by which they can submit a written student complaint. For academic matters, complaints not resolved within the academic college may be referred to the Office of Academic Affairs. For non-academic matters, all complaints end at the appropriate divisional vice president or cabinet officer. During adjudication of student concerns at any level of concern, university bodies with technical expertise, such as the Artificial Intelligence (AI) Innovation Committee or Faculty Senate Technology Committee, may be consulted when needed.

Employee questions or concerns about the use of AI in academic contexts

Employees should address questions regarding the appropriate use of AI or interpretation of this policy to their immediate supervisor, who may forward the question as appropriate.

15. Affected Stakeholders

Indicate all entities and persons within the university affected by this policy:

- | | | |
|--|---|--|
| ☒ Alumni | ☒ Graduate Students | ☒ Undergraduate Students |
| ☒ Staff | ☒ Faculty | ☒ Student Employees |
| ☒ Visitors | ☒ Vendors/Contractors | ☐ Other: _____ |

16. Policy Attributes

<i>Responsible Office(s)</i>	Provost and Vice President for Academic Affairs
<i>Approving Officer or Body</i>	University Council
<i>Date Approved</i>	10/16/2025
<i>Next Review Date</i>	10/16/2028 or earlier if any significant changes in USG, federal, or state AI guidance occur
<i>Revisions</i>	