Artificial Intelligence Use Policy

Advancing Innovation, Imagination, and Responsible AI Practice in Support of Clark University's Mission

Section 1. PURPOSE AND SCOPE

Clark University's Artificial Intelligence Use Policy is designed to support the responsible and informed use of AI technologies within the University community. Reflecting Clark's mission to educate imaginative and contributing citizens of the world, and to advance the frontiers of knowledge through rigorous scholarship and creative effort, this policy promotes the responsible, ethical, transparent, and secure deployment of AI for academic, research, and administrative purposes. The framework is principles-based and adaptable, inspiring innovation while safeguarding institutional and personal data, academic integrity, and the University's values. This policy applies to all faculty, staff, students, contractors, and affiliates who utilize University-owned, licensed, or third-party AI tools.
Use of AI technologies under this policy must comply with all applicable federal, state, and local laws, as well as all other University policies, standards, and contractual obligations. The University recognizes that AI use may not be appropriate in all contexts.

Section 2. DEFINITIONS

- **Agentic AI:** AI systems that can independently or with human oversight plan and carry out multi-step tasks toward defined objectives, often combining generative capabilities with automated decision-making.
- **Artificial Intelligence (AI):** Technology and software systems that perform tasks typically requiring human intelligence, such as data analysis, content generation, or recommendations.
- **Automated Decision-Making:** Processes in which AI systems make or support decisions, either fully or partially, affecting individuals or University operations.
- **Generative AI:** AI systems capable of producing original content— including but not limited to text, images, multimedia content, or code—based on input data and models.
- **Human-in-the-loop:** The ongoing involvement and oversight of humans in AI-driven processes and decisions to ensure alignment with university values.
- **Library-Licensed Content:** Scholarly journals, books, databases, datasets, multimedia collections, and other information resources licensed or subscribed to by Clark University Libraries for use by the University community, and governed by contractual terms that may restrict redistribution, reuse, or automated processing.
- **Sensitive Data:** Data classified as confidential or restricted under Clark's Data Classification Policy, or requiring additional protections due to legal, ethical, or institutional obligations.
- **University Data:** Any information created, collected, or managed by Clark University for its educational, research, or administrative functions.

Section 3. CORE POLICY PRINCIPLES

Clark University welcomes and encourages the use of AI to spark creativity, accelerate discovery, and enhance teaching, research, and operations. The following guiding principles ensure that AI adoption amplifies the University's commitment to:

- **Human responsibility and oversight:** AI tools do not replace human judgment and expertise. Users are expected to exercise sound judgment and consider the broader ethical considerations of AI use, including environmental, societal, and institutional factors, and to use these technologies in a manner consistent with individual and the University's values and commitments. Responsibility for AI-assisted work rests solely with the individual(s) utilizing AI.
- **Transparency and disclosure:** Users should openly communicate when AI is used, especially in scholarly and operational contexts.
- **Academic integrity and originality:** AI is a catalyst for new thinking, but its use must be properly attributed and not misrepresent human authorship.
- **Equity, accessibility, and bias awareness:** AI should be leveraged to expand opportunities and minimize bias, supporting inclusive academic and operational practices.
- **Privacy, confidentiality, and data minimization:** AI use must follow legal requirements and existing policy, respect individual privacy, and limit unnecessary collection or exposure of sensitive information. Appropriate safeguards must be in place when using AI tools with sensitive information.
- **Security and risk management:** Users are responsible for ensuring compliance with institutional and legal/regulatory requirements for AI. AI tools should be deployed with protective measures to prevent unauthorized access or misuse. The University reserves the right to review, restrict, or discontinue any AI tools that present unacceptable risk.
- **Cognitive offloading:** AI tools are used to augment—not replace—human judgment, critical thinking, creativity, and expertise. The responsibility rests with the human user to manage their cognitive engagement.
- **Appropriate Use:** Users of AI acknowledge that AI tools are not a substitute for professional, medical, mental health, legal, or academic advising services. Any use of AI for personal diagnosis, support or decision-making is at the discretion of the individual user. Users are solely responsible for how they use, interpret and act upon AI-generated content. Users are expected to apply critical judgment and appropriate validation when using AI outputs in academic, research, or operational contexts.

Section 4. ACADEMIC USE OF AI

Clark University actively supports the integration of AI technologies to enrich teaching, learning, and research. Faculty are encouraged to explore AI's potential in their curricula and scholarly activities, setting clear expectations for its use. Syllabi and assignment guidelines should be transparent about when and how AI can or cannot be used. To maximize clarity for students, these expectations should be standardized in a three-tier system across the university to provide a simple, easy to follow guide for students. These tiers are referred to as: no use, limited use, and extensive use. If an assignment or course is designated no use, then AI tools are not allowed to be used in completing that assignment or at all in the course. Limited use denotes that AI may be used in a specific way for the assignment. For example, AI may be used to brainstorm ideas for a paper but cannot be used to write the paper. Finally, extensive use denotes there are no restrictions on AI use for that assignment or course, though this policy must still be followed, including but not limited to appropriate disclosure, labeling, and attribution.

Where permitted, students are invited to leverage AI for creative inquiry, responsible collaboration, and academic advancement, provided its contribution is properly disclosed and does not undermine learning outcomes or misrepresent authorship. The University fosters an environment where the ethical and innovative application of AI is discussed openly, and faculty retain discretion in setting course and research guidelines. Research activities using AI must adhere to principles of integrity, ethical authorship, and appropriate attribution.

Some disciplines or instructors may choose to minimize or avoid AI use altogether. These choices are fully supported.

Section 5. ADMINISTRATIVE AND OPERATIONAL USE OF AI

Clark University promotes the responsible and transparent use of AI in administrative functions to enhance efficiency, analytics, decision support, and service delivery. All high-impact automated decisions must include human review to ensure fairness and accuracy. AI-driven solutions are encouraged for admissions, finance, financial aid, employment, advancement, evaluation, and other key processes. Administrative leaders are expected to pursue innovative AI projects with proper review, risk management, and alignment to university values, and to consult with governance and compliance bodies as needed.

AI-generated outputs should not be used as the sole basis for decisions that materially affect individuals or University operations and must be subject to appropriate human review and validation.

Section 6. DATA PROTECTION AND INFORMATION SECURITY

While Clark University encourages the use of AI, all such activities must strictly protect University data and individual privacy. AI systems or associated data cannot be used in ways that violate other university policy, applicable laws, other contracts that govern use of specific data (including license agreements governing library-provided information resources), or information security standards including but not limited to library licensed content, copyrighted materials created internal or external to Clark, or other community created intellectual property. Sensitive data may only be used with institutionally approved, contractually vetted, and security-reviewed AI tools. AI tools may not be used to train external models using Clark data unless explicitly authorized. Users must promptly report suspected breaches or unauthorized disclosures to Information Technology Services (ITS).

Section 7. GOVERNANCE, OVERSIGHT AND RESPONSIBILITIES

Clark University's Information Technology Services (ITS) in conjunction with the Academic Technology Committee, and University leadership provides ongoing guidance, oversight, and evaluation of AI practices. The Provost oversees academic standards for AI use; administrative leaders guide operational adoption; ITS approves tooling and data protections; the library serves as consultative partners in matters related to information ethics, scholarly communication, licensed content, and research practices; and legal ensures adherence to regulatory requirements. ITS in conjunction with CETAL, the Socr-AI-tic Lab for Collaborative Pedagogy, and the Academic Technology Committee will monitor AI technology developments, review significant initiatives, and support the community in ethical, effective AI adoption.

All community members are responsible for aligning AI use with this policy and participating in relevant training or compliance programs. Community members are also responsible for the content they provide, whether the content was created using AI or not.

Section 8. COMPLIANCE AND ENFORCEMENT

Violations of this policy may result in corrective action according to existing University procedures. The policy operates alongside, and does not replace, other University policies governing academic integrity, data classification, and information security. Clark University reserves the right to intervene or restrict access to AI tools used in violation of institutional standards.

Section 9. ATTRIBUTION AND CITATION OF AI USE

When artificial intelligence tools are used in administrative, academic, or scholarly work, their use must be disclosed in a clear and appropriate manner. In academic contexts, AI tools must be cited or otherwise acknowledged in accordance with disciplinary norms and course or publication guidelines, including a brief description of how the tool was used (e.g., brainstorming, editing, data analysis) and identification of the tool or service. In administrative and operational contexts, AI use must be documented when it materially influences decisions, analyses, recommendations, or externally distributed communications, ensuring transparency, accountability, and human responsibility for final outcomes. In all cases, individuals remain responsible for the accuracy, integrity, and ethical use of AI-assisted content.

Section 10. RELATED POLICIES

- Data Classification Policy
- Appropriate Use Policy
- Academic Integrity policies
- Academic Catalog
- Faculty Handbook
- Student Handbook
- Staff Handbook
- Intellectual Property Policy

Section 11. POLICY ADMINISTRATION

Responsible Division / Office	Office of the Provost, ITS
Effective Date	May 7, 2026
Last Amended Date	N/A
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History / Revision Information	Initial Policy Issued

For questions or clarifications regarding this policy, please contact the Office of the Provost or Information Technology Services.

Related Information