



Using Artificial Intelligence Guidance

Artificial Intelligence (AI) is a broad field that encompasses a wide range of technologies designed to perform tasks that typically require human intelligence, such as learning, reasoning, problem-solving, and content creation. One subset of AI, known as generative AI, uses machine learning algorithms to create new content—such as text, images, video, music, artwork, or synthetic data—based on patterns learned from large datasets. These systems are trained on vast amounts of data to recognize structures and generate outputs that resemble the original material.

AI tools are rapidly transforming how work is conducted across administrative, academic, and research domains. Platforms like ChatGPT, Gemini, GitHub Copilot, and others are already having a significant impact. While Kansas State University is still developing a formal governance structure and determining which AI systems are officially approved, this document serves as a best-practice guide for the responsible and effective use of AI technologies by employees with university owned-data and records.

Responsibilities:

1. **Accuracy and Bias:** Output of a public generative AI tool can be based on an almost endless array of tools, datasets, learning algorithms, and user inputs. Therefore, these tools may not in all cases produce accurate (or fully accurate) results within the context of your task. Caution should be exercised when relying on generative AI output, and a good practice is to treat AI tools as sources of ideas, rather than facts.
2. **University Records:** Users should be aware that the use of Generative AI may create University records that fall under the Kansas Open Record Act. [Chapter 3060](#) provides University guidelines for this Act.
3. **Data Protection:** K-State University does not have broad data protection agreements in place with any of the public generative AI tools; any data shared with these tools cannot be considered protected. Use of Institutional Data should comply with [PPM 3425](#).
4. **Personal Liability:** Most public generative AI tools use “clickwrap” or “clickthrough” agreements to get users to accept policies and terms of service before using the tool. Individuals who accept clickthrough agreements without university approval may face personal liability.

5. **Privacy:** Public generative AI tools are not designed to protect the privacy of your data; therefore, it is risky to input confidential, proprietary, or otherwise sensitive information (PII, health information, ID numbers, financial information, etc.) into these tools.
6. **Cybersecurity:** A public AI tool itself may serve as a vector for malware or other cybersecurity threats to your systems, and standard risk mitigation practices should always be observed by users when using these tools on institutional systems.

Best Practices:

1. **Protected Information:** Users should not enter any Protected Information into any AI system that has not been approved by Kansas State University. Before any protected information is used, users should refer to [PPM 3425](#).
2. **Data Classification:** When setting up a meeting, consider what classification the discussion falls under. Users should refer to [PPM 3433](#) determine the appropriate classification. Meetings that involve data beyond public classification should use caution when using AI tools, as sensitive or restricted information may be at risk.
3. **Copyright and Intellectual Property:** Materials that violate [Copyright and Artificial Intelligence | U.S. Copyright Office](#) and [Intellectual Property \(k-state.edu\)](#) laws and University policies should not be input into Generative AI systems.
4. **Ethical Use:** Employees should not use Generative AI to generate or enable content that is discriminatory, defamatory, illegal, or in violation of applicable University policy, laws, or regulations.
5. Responses generated from Generative AI should not:
 - be used verbatim,
 - be assumed to be truthful, credible, or accurate,
 - be used to issue official statements (i.e., policy, legislation, or regulations),
 - be used to violate the [University's Principles of Community](#).
6. **Transparency:** The use of Generative AI should be transparent. For example, if creating a document, data, and/or information using Generative AI, its use should be disclosed and made clear on the document.
7. **Click-through Clause:** Users should watch out for hidden click-through clauses. In AI tools, this means agreeing to rules—like how their data is used—just by clicking a button
8. **Creating Records:** Using AI to create or process university-related content—like official documents, research, or communications—can be considered creating an institutional record. If the content involves university-owned data, especially non-public information, it must follow K-State policies like [PPM 3433](#) and the [Kansas Open Records Act](#).

AI Services and Roadmap

The Division of IT actively follows and reviews current and new technologies to find opportunities to incorporate them into our technology architecture and learning environment.

Note: Before using these tools, please check with your department for any specific policies or guidelines. Additionally, before using them, you should know where your data is being stored, who has access to it, and the context of the level of security in meetings where it is being used. Sensitive and confidential discussions, data, and records should not be used with generative AI. The following tools should be used as tools, not to replace one's job.

Public Records Notice: Keep in mind that any data entered into AI tools may be subject to public records laws. If the information you input qualifies as a public record, it could be requested and disclosed under applicable regulations.

Service	Description	Status	Level of security
Microsoft M365 Copilot	AI-powered search engine available under Microsoft M365	<i>Approved when accessed through Single Sign-On</i>	Mid-High level, as the university has a contract with Microsoft, this should be prioritized over other tools.
Microsoft Teams Premium	Available for meeting notes and transcriptions. Available to purchase at DoIT Software Sales. More information about Teams Premium.	<i>Approved when accessed through Single Sign-On</i>	Mid-High level, as the university has a contract with Microsoft, this should be prioritized over other tools.
Zoom AI Companion	Used for meeting notes, transcription, summary and other features. More information about Zoom AI.	<i>Approved when accessed through Single Sign-On</i>	High level, as the university has a contract with Microsoft, this should be prioritized over other tools.
Zoom AI Companion	Used for meeting notes, transcription, summary and other features. More	<i>Approved when accessed through Single Sign-On</i>	High level, as the university has a contract with Microsoft, this should

Service	Description	Status	Level of security
	information about Zoom AI.		be prioritized over other tools.
Grammarly for Education	AI-powered writing assistance that augments writing and learning. How to purchase.	Pending	Base level, there is no control over what is done with the data.
deepseek	AI-powered language model for text generation	RESTRICTED per KS bill 2313	PROHIBITED FROM BEING USED
Read AI	Meeting transcription service	RESTRICTED because the service could pose privacy or security concerns	
ChatGPT	AI-powered language model for text generation	Not Approved	Low level, there is no control over what is done with the data. It should not be used for work.
Google Gemini	AI-powered language model for text generation	Not Approved	Low level, there is no control over what is done with the data. It should not be used for work.
Google NotebookLM	AI-powered research and notetaking tool	Not Approved	Low level, there is no control over what is done with the data. Should not be used for work.
TeamDynamix Conversational AI	Chatbot feature within the TeamDynamix service management and ticketing platform	Not Approved	Low level, there is no control over what is done with the data. It

Service	Description	Status	Level of security
			should not be used for work.
Apple Intelligence	Generative AI features within iPhone, iPad and Mac devices	<i>Not Approved</i>	Low level, there is no control over what is done with the data. It should not be used for work.
Otter.AI	Meeting transcription service	<i>Not approved because the service could pose privacy or security concerns.</i>	Low level, there is no control over what is done with the data. It should not be used for work.

Additional Resources:

For additional guidance on using AI responsibly and effectively, explore the following resources:

- [Records Guidance](#)
- Research support:
- [AI Librarians](#)
- Process/tools
- [Data Governance](#)