Guidance on the Use of Artificial Intelligence with University Owned Data and Records

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 AI may create University records that fall under the Kansas Opens 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 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 which classification(s) the discussion falls under. Users should refer to **PPM 3433** determine the appropriate classification. Attendees of meetings that involve data that is not classified as public 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, Intellectual Property (k-state.edu),** laws and University policies should not be input into public AI systems.

4. **Ethical Use:** Employees should not use 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 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. Users should, instead, read the terms of service and privacy policy applicable to each AI tool.

8. **Creating Records:** Using AI to create or process university-related content—such as 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 including **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 or generated by AI tools may be subject to public records laws. If the information you input or the information you obtain qualifies as a public record, it could be requested and disclosed under applicable regulations.

AI-powered Tools for which Use is Approved

Service	Description	Status	Level of security
Adobe Firefly	AI-powered image, sound, and video generator. Learn more. (note: use k-state.edu, not ksu.edu)	*Approved when accessed through Single Sign-On*	Mid-High level, as the university has a contract with Adobe, this should be prioritized over other tools.
Microsoft M365 Copilot	AI-powered text, image, and video generator with internet search capabilities. Learn more.	*Approved when accessed through Single Sign-On*	Mid-High level, as the university has a contract with Microsoft, this should be prioritized over other tools.
Grammarly for Education	AI-powered writing assistant that provides real-time feedback and can be used for brainstorming.	*Approved at K-State Salina. Pending at Manhattan and Olathe campuses.*	Mid-High level if using it through a university subscription.
Zoom AI Companion	Feature you can invoke to enhance meeting recordings, create summaries, and ask questions about what has transpired in the meeting. Learn more.	*Approved when accessed through Single Sign-On*	Mid-High level, as the university has a contract with Zoom, this should be prioritized over other tools.

Service	Description	Status	Level of security
Use is Prohibited by K-State			
DeepSeek	AI-powered language model for text generation	*RESTRICTED* *per KS bill 2313*	PROHIBITED FROM BEING USED
Use is Discouraged by K-State			
Otter.AI	Meeting transcription and note-taking service	*Not approved because the service could pose privacy or security concerns.*	Low level. De-identified user data is used for training by default. It should not be used for work.
Read AI	Meeting transcription and note-taking service	*Not approved because the service could pose privacy or security concerns.*	Low level. Although user data is not used for training, it has a tendency to automatically join meetings. It should not be used for work.
All other AI meeting note-taking services except Zoom AI Companion	Meeting note-taking services	*Not approved because the service could pose privacy or security concerns.*	Varies, however, K-State IT discourages use of all AI meeting note-taking tools except Zoom AI Companion

For information about additional tools, see **Guidance on the Use of Artificial Intelligence with University Owned Data and Records**. No AI tools have been approved by K-State except those listed in the first table above.

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