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EAST TENNESSEE STATE  
U N I V E R S I T Y

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## **Use of Artificial Intelligence Technologies for Instructional and Assignment Purposes**

# **Policy Name: Use of Artificial Intelligence Technologies for Instructional and Assignment Purposes**

## **Policy Purpose**

This policy specifies East Tennessee State University's (ETSU or University) approach to the use of artificial intelligence by ETSU faculty, staff, and students for instructional and assignment purposes.

## **Applicability**

This policy is applicable to ETSU faculty, staff, and students.

## **Responsible Official, Office, and Interpretation**

The Academic, Research, and Student Success Committee of the ETSU Board of Trustees (Board) is responsible for the review and revision of this policy. For questions about this policy, please contact the Secretary of the Board of Trustees. The Board of Trustees, in consultation with the Office of University Counsel, has the final authority to interpret this policy.

## **Defined Terms**

***A defined term has a specific meaning within the context of this policy.***

### Artificial Intelligence Technologies (AIT)

Machine-based systems that can, for a given set of human-defined objectives, make predictions, recommendations, or decisions influencing real or virtual environments and that are capable of using machine and human-based inputs to perceive real and virtual environments, abstract such perceptions into models through analysis in an automated manner, and use model inference to formulate options for information or action.

### Generative Artificial Intelligence (GAI)

Artificial intelligence systems that are capable of creating new content or data, including text, images, audio, or video, when prompted by an individual.

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### Breach of System Security (Breach)

A breach under T. C. A. § 47-18-2107 of HIPAA 45 CFR 164.402.

### Confidential Data

Information that is meant to be private and is not intended for public dissemination.

### Regulated Data

Information that is protected by laws and regulations that restrict how it can be used, accessed, or disclosed. Examples of regulated data include: Social security numbers, account, credit card or debit card numbers, usernames and passwords, account information, driver license numbers, HIPAA protected health information, and FERPA education records, etc.

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## **Policy**

ETSU recognizes the potential benefits of the responsible use of Artificial Intelligence Technologies (AIT), including Generative Artificial Intelligence (GAI), by faculty, staff, and students for instructional and assignment purposes, but is also aware of its limitations and the potential risks.

The use of Artificial Intelligence Technologies, including GAI, to fabricate data or research results, or to falsify academic content is strictly prohibited.

### **1. Use for Instructional and Assignment Purposes.**

On or before June 1, 2025, the Office of the Provost will publish written guidance and University policies, as needed, related to use of GAI by faculty and students for instructional and assignment purposes. Staff assisting faculty with their course design, preparation, or with student support of a course will follow the same requirements as faculty. The department or instructor of record may also establish policies (not to supersede or conflict with this Board policy or University policy) provided, however, that these policies must be in writing and in a format accessible to students.

### **2. User Responsibilities.**

In the instances where use of GAI is permitted under this policy, faculty, staff, and students:

- 2.1.** Shall follow all University and department policies related to the use and academic misconduct;
- 2.2.** Shall not input Confidential Data or Regulated Data into or use GAI in a manner that would inappropriately disclose Confidential Data or Regulated Data to an unauthorized party;
- 2.3.** Shall immediately report any Breach or suspected Breach of data to the ETSU Office of Information Technology Services.
- 2.4.** Shall not utilize GAI to present a work as their own in violation of another individual's intellectual property rights;
- 2.5.** Shall follow all copyright laws;

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- 2.6. Shall not utilize GAI to create malicious content (e.g., malware, viruses, worms, trojan horses, etc.);
- 2.7. Shall confirm the accuracy of the GAI output received before utilizing the information;
- 2.8. Shall consider the potential bias and inaccuracies inherent to GAI, and revise accordingly;
- 2.9. Shall disclose the use of GAI; and
- 2.10. Shall be responsible for continually consulting University and department policies regarding GAI use, as this technology will continue to evolve.

### **3. Data Privacy.**

When using AIT, including GAI, compliance with data protection regulations, such as the Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA) in the U.S. and the General Data Protection Regulation (GDPR) in the European Union, is mandatory. Users shall not disclose or expose Regulated Data in ways that violate University policies or applicable laws. For instance, when using AIT, including GAI for grading purposes, personal student data must be de-identified. Users are prohibited from inputting identifiable data concerning individuals (students, patients, or others) into AIT, including GAI.

### **4. Ethical Considerations.**

Users of AIT, including GAI, are expected to engage with the technology in an ethical and responsible manner. This includes:

- 4.1. Avoiding the generation or dissemination of harmful, offensive, or misleading content;
- 4.2. Ensuring that the use aligns with the University's values of inclusivity, respect, and academic integrity; and
- 4.3. Recognizing the limitations and potential biases, particularly when using content generated in decision-making or research.

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### **5. Violations.**

Violations of this policy will be subject to the University's policies on academic misconduct and/or the University's human resource disciplinary policy.

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### **Procedures**

N/A

### **Applicable Forms and Websites**

N/A

### **Authority and Revisions**

**Authority:** TCA § 49-8-203, et seq.; TCA §49-7-185; 45 C.F.R. §160, §162, and §164; 20 U.S.C. §1232g and 34 CFR Part 99

**Previous Policy:** N/A

The ETSU Board of Trustees is charged with policy making pursuant to TCA § 49-8-203, et seq. This policy may only be revised by the Board of Trustees. Before a substantive change to the policy section may take effect, the requested changes must be: (1) presented to the Academic, Research, and Student Success Committee of the Board of Trustees for review and approval; and (2) if approved by the Academic Committee, presented for a vote of the Board of Trustees and approved by a majority of the Board of Trustees. The Secretary of the Board will provide a notification to the Board of Trustees if a technical revision to this policy is implemented or a revision to the procedure section is implemented.