University College Birmingham Artificial Intelligence Acceptable Use Policy

Purpose

This Acceptable Use Policy outlines the guidelines and rules for the responsible use of artificial intelligence technologies and tools within the University. AI technologies can be a valuable asset in research, education, and various University activities, but they must be employed ethically and in accordance with the law. The policy applies to all staff, students, third-party suppliers and partners engaged in using or developing such systems within or on behalf of the University.

For the purposes of this policy, Artificial Intelligence is defined as a system that generates new outputs in a range of possible formats such as text, images, or sounds (including for example, music, singing, voice narration). Some specific current examples of such GenAI (Generative AI) systems include ChatGPT, Bing AI, Bard, Jasper and Synthesia.

General Principles

Compliance with Applicable Laws and Ethical Usage: All AI usage within the University must adhere to local, national, and international laws and regulations, including data protection, intellectual property, and ethical standards. AI should be used ethically, ensuring fairness, transparency, and accountability in its applications. Discriminatory, harmful, or unethical use of AI is strictly prohibited.

Acceptable Use

Artificial Intelligence tools and technologies can be used for educational 'support' purposes and related University activities, provided they align with the University's mission and values.

Artificial Intelligence cannot be used to generate assessed work unless it is explicitly detailed within the assessment/project briefs. Any unauthorised use of AI-generated content within assessments will be treated as plagiarism, and the relevant UCB policies will apply. If AI is permitted to be used to generate content, it will only be considered acceptable if it is clear where and how Generative AI has been used in the assessment/project within the confines of the assessment/project task. Gen AI should not be a replacement for a student's work. This also applies to staff within their published research.

Data Privacy and Information Security: All data used in AI projects should be handled in compliance with the University's data privacy policies. Data collection and usage should be transparent and, where necessary, consent-based. The University will take all reasonable steps to protect the security of its computer systems and networks when AI tools are being used through systems.

Responsible AI Development: AI developers and researchers should strive for responsible AI development, including fairness, accuracy, and avoiding biases. Measures should be taken to minimize the potential negative impacts of AI systems. Where AI has been used to generate facts/evidence, it is the researcher's (including the student's) responsibility to check the accuracy and representation of this information before submission/publication.

Prohibited Uses

Harmful or Malicious Activities: Using AI for any harmful, malicious, or illegal activities, including hacking, harassment, or discrimination, is strictly prohibited. AI for unethical purposes, such as spreading misinformation or conducting harmful experiments, is prohibited. AI tools and algorithms developed within the university should respect intellectual property rights and adhere to licensing agreements. Unauthorised access, sharing, or misuse of data, including personal, sensitive, or confidential information, is strictly prohibited.

Accountability and Oversight

Responsibility: Individuals and entities using AI technologies are responsible for their actions and must use AI in a responsible and ethical manner.

Oversight: The University's AI Working Group will establish oversight mechanisms and committees to review and monitor AI projects and ensure their compliance with this policy.

Consequences of Violation

Violations of this policy may result in disciplinary action, including but not limited to warnings, suspension of AI access, or expulsion from the University. Legal consequences may also apply for violations of applicable laws.

Reporting Violations

If any policy violations have been identified, please report them to the appropriate University Head of Department, who will investigate reported allegations.

Review and Updates

This policy will be periodically reviewed and updated to reflect technological changes, laws, and best practices. The University's AI Working Group will input into this as and when required.

Date	Version	Comments	Author
20/11/2023	1.0	Review	Pooran Kumar