

## Using AI Responsibly at WSU: ITS Guidelines

Generative AI tools like Microsoft Copilot and Google Gemini are powerful aids for learning, teaching, and administration. As a member of the Worcester State University community, you are responsible for using these tools safely, ethically, and securely.

These guidelines are provided by ITS to help you protect your privacy and University data.

### Protecting Data: What Not to Do

Your primary responsibility is to protect confidential university data. **Never** input "Confidential" or "Restricted" information into any AI tool.

This includes, but is not limited to:

- **Student Data (FERPA):** Student names, IDs, grades, or any personally identifiable academic or disciplinary information.
- **Personal Identifiable Information (PII):** Social Security numbers, driver's license numbers, or private contact information for yourself or others.
- **Financial Information:** Credit card numbers, bank accounts, or university budget data.
- **Unpublished Research:** Sensitive data, methodologies, or unpublished manuscripts before they are public.
- **Internal Memos:** Confidential university communications, strategy documents, or non-public meeting notes.

**Rule of Thumb:** If you wouldn't post it on a public website, do not put it in an AI chat.

### Safe Practices: What to Do

- **DO** use AI to brainstorm ideas, draft general communications, and summarize **non-sensitive** text.
- **DO** fact-check and review all AI-generated content. AI tools can make mistakes (called "hallucinations") or provide biased information.
- **DO** be transparent. Cite your use of AI in accordance with WSU's academic integrity policy or your department's guidelines.
- **DO** ensure you are logged in with your **@worchester.edu** account. This enables the enterprise-level security and privacy protections the university has in place.

### Your Responsibility

You are ultimately responsible for the accuracy, quality, and originality of your work. Think of AI as an assistant, not an expert.

**Questions?** Contact the ITS Helpdesk.