

**NUMBER:** 1220  
**TITLE:** Standards for the Safe Use of Artificial Intelligence  
**APPROVED:** April 19, 2024  
**SCHEDULED REVIEW DATE:** April 2029

## A. PURPOSE

The purpose of this policy is to establish a culture of integrity that ensures the responsible, ethical, transparent use of artificial intelligence (AI) technology in public higher education by implementing comprehensive AI standards across the University ecosystem.

## B. AUTHORITY

[Virginia Code Section 23.1-1301, as amended](#), grants authority to the Board of Visitors to make rules and policies concerning the institution. Section 7.01(a)(6) of the [Board of Visitors Bylaws](#) grants authority to the President to implement the policies and procedures of the Board relating to university operations.

[Executive Order Number Thirty \(2024\)](#), Commonwealth of Virginia, Office of the Governor, Implementation of Standards for the Safe Use of Artificial Intelligence Across the Commonwealth

## C. DEFINITIONS

**Artificial Intelligence (AI):** Refers to the simulation of human intelligence processes by machines, particularly computer systems. This encompasses various techniques such as machine learning, natural language processing, and computer vision, enabling systems to perform tasks that typically require human intelligence.

**Ethical Use:** Prioritizing moral considerations and principles in the deployment of AI, emphasizing fairness, accountability, and transparency in all AI applications.

**Equity:** Ensuring fairness and equal access to AI resources and opportunities for all individuals, regardless of background or demographics.

**Learning Experience Enhancement:** Leveraging AI technologies to personalize learning experiences, cater to diverse learner needs, and improve student outcomes.

**Privacy Protection:** Measures aimed at safeguarding the confidentiality and security of individuals' data, ensuring compliance with relevant state and federal regulations.

**Risk Mitigation:** Strategies to identify, assess, and manage potential risks associated with AI technologies, including biases, discrimination, and data breaches.

#### **D. SCOPE**

This policy applies to all Old Dominion University employees, including staff, administrators, faculty, full- or part-time, and classified or non-classified persons paid by the University. It encompasses the use of artificial intelligence (AI) technologies across various University activities, emphasizing responsible and ethical practices. This scope extends to AI applications in research endeavors, educational initiatives, administrative functions, and all other areas where AI technologies may be employed within the University ecosystem.

#### **E. POLICY STATEMENT**

Old Dominion University is committed to the effective implementation of comprehensive artificial intelligence policy standards that support research, teaching, and administration while safeguarding state business applications, protecting individual data, and mitigating risk. These standards will:

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- b. Implement measures to ensure that confidential, sensitive, and other protected data are not entered into any AI research tool without proper risk analysis. Protected data may include information protected by FERPA, HIPAA, confidential personnel records, intellectual property, Human and Animal Subject data, and other sensitive or confidential institutional research data.
  - c. Any use of AI tools in the research process using humans or animals should be disclosed in the Institutional Review Board (IRB) application and address potential ethical considerations.
6. Implementation: The implementation of AI Policy Standards within Old Dominion University will be supported by the following strategies:
- a. Training and Capacity Building: etPwet cowater1-52 0 Teme wet coatwerdatwatrersi coial321

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## **H. RECORDS RETENTION**

Applicable records must be retained and then destroyed in accordance with the [Commonwealth's Records Retention Schedules](#).

## **I. RESPONSIBLE OFFICER**

Vice President for Digital Learning

## **J. RELATED INFORMATION**

[University Policy 3505 - Information Technology Security Policy](#)

[University Policy 3506 - Electronic Communication Policy for Official University Business](#)

[University Policy 3507 - Information Technology Accessibility Policy](#)

[University Policy 3508 - Information Technology Project Management](#)

[University Policy 3509 - Software Decision Analysis Policy](#)

[University Policy 4100 - Student Record Policy](#)

[University Policy 5350 - Research and Scholarly Digital Data Management Policy](#)