

# ILLINOIS TECH

## Guidelines for AI Applications in Academic and Administrative Work

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# ILLINOIS TECH

## Table of Contents

Purpose	3
Scope	3
Approved Application	3
Application to Avoid	3
Acknowledgement of External Use	3
Best Practice	4
Future Expansion of AI tools	4
Commitment to Safety and Innovation	4
Compliance	4
Violation	4
Review	5

# ILLINOIS TECH

## Purpose

This policy establishes guidelines for the responsible use of Artificial Intelligence (AI) applications by students, staff, and faculty members. It aims to protect university data, systems, ensure compliance with institutional standards, and promote ethical and effective use of AI in academic and operational contexts.

## Scope

This policy applies to all students, faculty, and staff who access or use AI applications in connection with university systems, data or academic work.

### 1. Approved Application

- Currently, the university officially supports Microsoft Copilot as a designated AI companion for academic and administrative use along with a few other AI applications such as Zoom Companion, Library AI applications, Coursera.
- These applications have been vetted for compliance, security, and accessibility standards aligned with university policies.

### 2. Application to Avoid

The university does not support the integration of other AI applications except those listed above for official academic or administrative purposes. These applications may pose risk related to:

- Data Privacy (exposure of Personally Identifiable information, financial data, or sensitive research)
- System Security (potential malware or unauthorized access)
- Compliance (lack of alignment with institutional or regulatory framework such as FERPA, HIPAA, or NIST 800-53)

### 3. Acknowledgment of External Use

The university recognizes that some students and faculty may still use others AI applications for personal or exploratory purposes. While we acknowledge the utility of these tools, users must exercise Prudence & Caution:

- Do not input sensitive university data (PII, financial records, research data, or confidential documents).
- Do not connect external AI applications directly to university systems or networks.
- Ensure that any outputs used in academic work are properly cited, verified, and aligned with academic integrity standards.

# ILLINOIS TECH

## 4. Best practice

- **Data Protection:** Never share confidential or sensitive information with AI applications
- **Academic Integrity:** Use AI as a tool for learning and support, not as a substitute for original work. Plagiarism or misrepresentation of AI-generated content is prohibited.
- **Transparency:** Clearly disclose when AI tools are used in assignments, research, or teaching materials.
- **Critical Evaluation:** Always verify AI outputs for accuracy, bias, and relevance before relying on them.
- **System Security:** Use only university-approved platforms (Copilot) when working with institutional data or systems.

## 5. Future Expansion of AI tools

The university is committed to continuously evaluating and expanding the range of AI applications available to students, faculty, and staff. We recognize the evolving landscape of AI technologies and their potential to enhance teaching, learning, and research.

- **Request Process:** Students, faculty, and staff may submit a formal request for integration of AI tools.
- **Evaluation and Approval:** all requests will be reviewed by the University Security Team and will be evaluated based on consideration of data protection, system safety, compliance, and institutional priorities. Tools that do not meet security or compliance standards will not be approved, regardless of utility. In addition, tools that are approved for a pilot trial may be restricted to specific functions and users and are not for general university use until fully approved.

## 6. Commitment to Safety and innovation

The university balances innovation with responsibility. As AI technologies progress, we will continue to explore safe, compliant integration that support academic excellence while protecting sensitive data and systems.

## 7. Compliance

This policy aligns with the university's broader information security framework and regulatory requirements, including NIST 800-53.

# ILLINOIS TECH

## 8. Violation

Illinois Tech investigates and responds to all reports of violations of these and other related policies. Violation of policies will result in disciplinary action in accordance with the Acceptable Use Policy (AUP) and as determined by organizational leadership. If you have any questions about this policy, please contact [CTS@illinoistech.edu](mailto:CTS@illinoistech.edu)

## 9. Review

Review of this policy will be completed on an annual basis or as needed to ensure the applicability of this policy to the changing environment.