USask's Artificial Intelligence (AI) Principles and Guidelines Revised

USask's AI principles are intended to ensure ethical, effective, and responsible use of AI in ways that support USask's mission, vision, values, and strategic objectives and maintain the trust and confidence of all stakeholders. These principles and guidelines are intended to guide our provision, support and use of AI tools to undertake research, teaching, administration and support services. Notably, some of these principles and guidelines may not apply when AI is the subject of research or teaching (e.g., research on or teaching about AI). These activities are governed through other university policies and practices and the rights and duties of academic freedom.

The process of developing these principles and guidelines included examining influential examples of education-specific principles for Artificial Intelligence (AI) use including *The Beijing Consensus on Artificial Intelligence and Education*[i] and the World Economic Forum's *Seven Principles for AI in Education*[ii]. These frameworks are either grounded in or referenced against UNESCO's *Ten Core Principles for a Humanistic Approach to AI*[iii]. With these international examples as reference points, the USask AI principles were developed through a robust and iterative process that involved engaging community members from across the institution. These AI principles and guidelines are inclusive, responsive and effective for the use of AI at USask.

We will continue to engage in an ongoing responsive approach to evolving these AI principles and guidelines – considering feedback from the university community and advancements in AI technology – to ensure that AI use will remain effective, relevant, and aligned with the evolving needs and values of our university.

These principles present our aspirations for use of AI in a rapidly changing landscape. As the members of USask's community are supported in aligning their AI practices to these principles and guidelines, a culture of responsible and ethical AI will be fostered. Embracing our role of the university to be the critic and conscience of society around the use of AI, USask will make its principles and guidelines for AI use publicly available and provide timely access to updates as the principles and guidelines evolve over time.

Ethical and Responsible Use

1. **Accountable.** The intentional choices and actions of humans lead our AI use, implementation and management. Humans are accountable for content they create with AI. Our administrative, educational, and research uses of AI emphasize the enhancement of human well-being and dignity and aim to support and enhance human capabilities.
2. **Inclusive**. We respect diverse local and Indigenous knowledges in our use of AI by drawing on individuals with varied cultural, disciplinary, and experiential backgrounds to inform our understanding and shape our approach. We emphasize authentic

collaboration amongst individuals with diverse perspectives in decision making related to AI infrastructure and use.

3. **Equitable.** Because AI can produce content that is inaccurate and reflects bias inherent in its training data, USask users of AI take deliberate action to limit the amplification and/or reinforcement of social and academic inequalities in their use of content produced by AI.
4. **Responsible.** We strive to uphold equity and human rights in AI infrastructure decision making. We aim to uphold USask's responsibilities in ecological stewardship in the ways we procure, build, and maintain AI infrastructure.

Literacy

5. **Literate.** We provide support for AI literacy development ensuring faculty, staff and students have opportunity for effective and ongoing preparation to use AI ethically and appropriately in teaching and learning, research, and administration. USask users of AI have a responsibility to engage in learning about responsible, ethical and appropriate use in their context.
6. **Accessible.** AI applications that USask provides, endorses, and supports (e.g., to produce text and images, to provide tutorial supports, to process applications, etc.) are deployed in ways that facilitate equitable access for faculty, staff and student users. We identify and implement AI applications that all faculty, staff, and students can easily use.

Tool Use

7. **Transparent.** When USask uses AI applications, we will be transparent about its use and assess its alignment with the principles
8. **Compliant.** We use AI in ways that comply with USask policy, practices and legal requirements and the terms of use of the applications. AI applications that we build will be trained on reliable, relevant, and ethically sourced data.
9. **Secure.** AI use at USask will uphold rigorous privacy and security standards. We ensure steadfast compliance with legal and ethical frameworks in the AI applications USask provides, endorses and supports.

Change and Innovation

10. **Innovative.** All members of the USask community strive for responsible use of AI applications to enhance learning and discovery. We recognize that innovation in the use of AI involves making space for experimentation fuelled by creativity and curiosity and that there will be innovations, challenges, and mistakes along the way. Errors and insights that result from experimentation will be used as opportunities for growth.
11. **Evolving.** The journey of AI integration is a continuous learning process requiring patience and open-mindedness. We actively seek feedback from members of the USask community as part of monitoring and evaluating the effectiveness and impact of the use of AI related to institutional priorities and the changing landscape of AI technology. We evolve these principles and guidelines, and our use based on the outcomes. OBJ

AI guidelines: framework for implementation

	ETHICAL AND RESPONSIBLE USE	LITERACY	MANAGING TOOL USE	CHANGE AND INNOVATION
TEACHING AND LEARNING GUIDELINES FOR EDUCATORS	• **Attend to Equity and Diversity:** You should encourage searching for diverse knowledges and caution that AI outputs are subject to inequities. • **Promote Openness and Transparency**: You should demonstrate transparent use of AI by acknowledging its uses where appropriate and fostering a culture of openness where students are encouraged to ask questions and disclose AI use. • **Protect Intellectual Property:** You should not input students' intellectual property into AI tools. You should avoid submitting content that is not their own into any AI tool that uses inputs for training purposes or to improve performance. When using AI tools, you are responsible for the content you submit and complying with all applicable laws, research ethics, and regulations.	• **Familiarize Yourself:** You should familiarize yourself with the fundamentals of AI, including its benefits, limitations, and potential applications, as well as its social, cultural, and ethical implications. • **Task-Specific Use:** You should promote the use of specific AI tools for specific tasks in teaching and learning and integrate authentic uses of AI given your discipline. • **Keep Current:** You should be aware of AI usage and its impact in relevant industry and community contexts.	• **Tool Approval and Recommendation:** You should prioritize using AI tools approved by USask to protect equity, safety, and security. When functionality needs for your course are better met by unapproved tools, you should recommend new tools to be reviewed. • **Weigh Implications:** You should weigh implications for student learning needs (including accommodation), course outcomes, and assessment security if you are considering banning the use of AI for an assessment. Seek guidance about best practices before making decision about how to secure your assessments.	• **Find Balance:** You should guide learners in using AI tools and developing their own creative and critical thinking skills. Focus on uniquely human abilities in learning outcomes, instruction, and assessment. • **Set Expectations:** You should discuss expectations with learners about appropriate AI use and its impact on learning, including accountability for any use of AI output, and disclosing AI use. • **Responsibility:** You are responsible for assessing student work, feedback quality, and establishing student grades, although you can be supported by AI. • **Consistency:** You should collaborate within your program to apply concise and consistent expectations for use of AI.
TEACHING AND LEARNING GUIDELINES FOR STUDENTS	**Use responsibly:** • Use AI to support your learning, not to replace or misrepresent your learning.	**Learn to:** • Recognize when and how you are using AI, and how this impacts your learning.	**Protect yourself:** • Choose tools that are USask approved for your privacy and	

	• Follow the rules laid out by instructors about use of AI to act with integrity and avoid academic misconduct. • Seek clarification about expectations early and often. • Prioritize dialogue with your instructors and peers over dialogue with conversational AI. • Identify when and how you are using AI, when appropriate, and use citation, disclosure, and acknowledgement processes appropriately, given the circumstances. • Seek clarification about when its use is appropriate because instructions may not be explicit enough, and instructors may not consider this until they are asked. • Expect to be asked by instructors about your process for producing content, including your process for working with or prompting AI. • Act respectfully after considering the ethics surrounding a range of AI uses in your personal, academic, and professional life.	• Prioritize your creativity, critical thinking, and problem-solving skills, using AI to complement your learning. • Explore the current and future use of AI in your field of study and potential workplaces. Research and choose appropriate tools to leverage. • Use a CLEAR framework to interact with AI, refining what you do or ask to obtain relevant and desired results. Modify what you do or ask using AI to increase accuracy, reduce bias, and improve quality of AI outputs, and to evaluate the quality of what you receive from AI. • Verify the information provided by AI with credible sources and use it as a supplement, rather than a replacement, for traditional search methods.	security rather than other GenAI tools. • Safeguard your privacy and security. Ensure you use a unique username and password and avoid reusing your NSID and NSID password. • Avoid submitting content that is not your own into any AI tool that uses inputs for training purposes or to improve performance. When using AI tools, you are responsible for the content you submit and complying with all applicable laws and regulations. It is strongly recommended that you do not input personal information or confidential data into an AI tool. • Advocate for AI policies across contexts that protect privacy, security, transparency and environmental sustainability.	
ADMINISTRATIVE GUIDELINES	• **Attend to Equity and Diversity:** You should encourage searching for diverse knowledges and caution that AI outputs are subject to inequities.	• **Familiarize Yourself:** You should familiarize yourself with the fundamentals of AI, including its benefits, limitations, and potential	• **Each Tool Approval and Recommendation:** You should prioritize using AI tools approved by USask to protect equity, safety, and	• **Find Balance:** Managers should guide their staff in using AI tools as complementary to their own skills and expertise.

	• **Promote Openness and Transparency:** You should demonstrate transparent use of AI by acknowledging its uses, where appropriate, and fostering a culture of openness where staff are encouraged to ask questions and discuss appropriateness of AI use in different scenarios. • **Protect Intellectual Property**: Avoid submitting content that is not your own into any AI tool that uses inputs for training purposes or to improve performance. When using AI tools, you are responsible for the content you submit and complying with all applicable laws and regulations. It is strongly recommended that you do not input personal information or confidential data into an AI tool.	applications in your work, as well as its social, cultural, and ethical implications. • **Task-Specific Use:** You should promote the use of specific AI tools for specific tasks in administration and integrate authentic uses of AI given your work. • **Keep Current:** You should be aware of AI usage and its impact on the work you do.	security. When functionality needs for your work are better met by unapproved tools, you should work with ICT to determine next steps. • **Consider Implications:** You should consider the implications of using an AI tool before engaging. You should be able to explain how the benefits are outweighed by the costs of use (monetary, environmental, etc.).	• **Set Expectations**: Managers should discuss expectations with staff about appropriate AI use and its impact on the work environment, including accountability for any use of AI output, and disclosing AI use as needed. • **Focus on Consistency:** Staff should collaborate within their units to apply concise and consistent expectations for the use of AI.
RESEARCH GUIDELINES	• **Responsibility**: Researchers are accountable for the integrity, quality, truthfulness, and accuracy of their output. • **Attend to Equity and Diversity**: Researchers recognize that AI outputs are subject to bias, inequities, the generation of misleading information (e.g. literature references that do not exist), and other potential inaccuracies. • **Protect Data**: Researchers recognize that data input into AI data processers may be accessed by others resulting in privacy	• **Familiarize Yourself**: Researchers should familiarize themselves with the fundamentals of AI, including its benefits, limitations, and potential applications, as well as its social, cultural, and ethical implications.	• **Consider Security**: Researchers consider the security of AI tools to prevent the leakage, accidental or otherwise, of confidential, proprietary, or sensitive information. • **Content Submission**: Researchers avoid submitting content that is not their own into any AI tool that uses inputs for training purposes or to improve performance. When using AI tools, researchers are responsible for the content they	• **Responsive**: Each unit at USask should adapt these guidelines to provide discipline-specific guidance for researchers, staff, and students, as needed. • **Engage**: Researchers should actively engage in monitoring and evaluating the effectiveness and impact of the use of AI in RSAW.

breaches and/or disclosure of confidential information.	submit and complying with all applicable laws, research ethics, and regulations. • **Transparency**: Researchers should be transparent about their use of AI throughout the research lifecycle.

Endnotes

[i] UNESCO (2019). Beijing consensus on artificial intelligence and education. https://unesdoc.unesco.org/ark:/48223/pf0000368303/PDF/368303qaa.pdf.multi

[ii] World Economic Forum (2024). Seven principles for AI in Education. https://www.weforum.org/agenda/2024/01/ai-guidance-school-responsible-use-in-education/

[iii] UNESCO (2021). Ten core principles for a human-centred approach to AI. https://www.unesco.org/en/artificial-intelligence/recommendation-ethics