

DLS-CSB AI USAGE POLICY

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01

PURPOSE & SCOPE

Enhance teaching and learning through secure, ethical AI integration.

Safeguard confidential and personal data aligning with data privacy regulations.

Foster innovation in educational methodologies using AI technologies.

02

CORE PRINCIPLES

This policy outlines core principles for responsible AI use in education, emphasizing measurable impact, human dignity, innovation, accountability, privacy, safety, self-regulation, intellectual property rights, fairness, and continuous evaluation aligned with the Benildean institutional values.



Observable Outcome



Respect for Human Rights & Values



Innovation



Accountability



Privacy



Security & Integrity



Self-Regulation



Respect for Intellectual Property



Fairness & Non-Discrimination



Continuous Evaluation

03 SECURITY BEST PRACTICES



1

Evaluate AI Tools:

Thoroughly review security features, privacy practices, and developer credibility.

2

Protect Confidential Data:

Never share sensitive data without explicit authorization.

3

Control Access:

Limit AI system access to authorized users only.

4

Use Reputable AI Tools:

Prefer recognized and vetted AI platforms; follow institutional protocols for in-house developed AI tools.

5

Comply with Security Guidelines:

Implement strong passwords, regular software updates, and proper data handling.

6

Respect Data Privacy:

Secure consent before using personal data in AI processes, aligning with the Data Privacy Act of 2012.

04 ROLES & RESPONSIBILITIES

TEACHING ASSOCIATES



- **Design AI-Enhanced Activities:** Integrate AI with learning activities to promote student growth.
- **Leverage AI Responsibly:** Employ AI tools to complement critical thinking and personalized learning.
- **Stay Informed:** Continuously update AI-related knowledge and classroom practices.
- **Collaborate:** Share effective AI practices with peers.

NON-TEACHING ASSOCIATES



- **Support Integration:** Provide resources and training for faculty and student AI use.
- **Monitor Usage:** Collect feedback and ensure compliance with institutional AI policies.
- **Encourage Sharing:** Promote open discussion and knowledge exchange about AI.
- **Policy Enforcement:** Guarantee adherence to AI-related institutional policies.

04 ROLES & RESPONSIBILITIES

STUDENTS



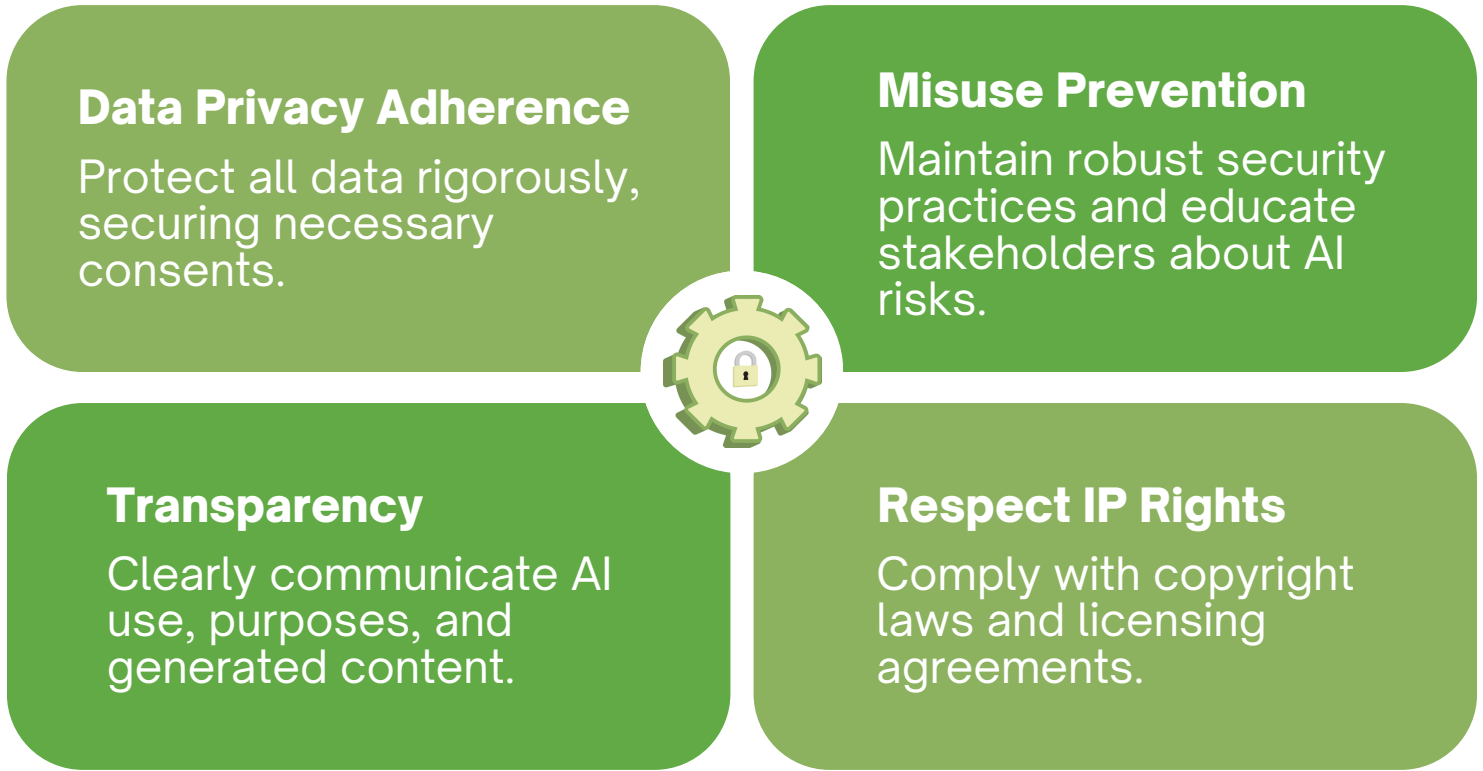
- **Enhance Learning:** Use AI tools to assist learning, research, and feedback processes.
- **Academic Integrity:** Properly cite and disclose AI usage to maintain authenticity.
- **Responsible Use:** Complement—not substitute—personal learning efforts with AI.
- **Provide Feedback:** Share experiences to continually refine AI integration.

ADMINISTRATORS



- **Strategic Planning:** Develop comprehensive plans for AI integration across campus.
- **Resource Management:** Allocate necessary resources, staff, and infrastructure.
- **Promote Ethical Innovation:** Foster responsible and ethical exploration of AI technologies.
- **Quality Assurance:** Regularly evaluate and enhance AI’s role in education.

05 ETHICAL & SECURE USE OF AI



06 COMPLIANCE & POLICY UPDATES

Regular Reviews	Periodically update the policy in response to technological advances and emerging threats.
Transparent Communication	Inform stakeholders about policy changes through official institutional channels.
Mandatory Acknowledgement	All associates and students must read, understand, and adhere to the AI policy; non-compliance will result in disciplinary actions.