MINDANAO STATE UNIVERSITY POLICY ON THE FAIR
AND ETHICAL USE OF ARTIFICIAL INTELLIGENCE AND ITS APPLICATIONS

Explanatory Note from the Author (MSU-IIT)

The emergence of Artificial Intelligence (AI) tools and technologies have rapidly transformed the landscape of higher education that is met with contrasting perspectives. There are those who believe that AI offers universities a plethora of benefits in the digital era, while there are others who are anxious about the potential risks it brings to academic integrity. For universities in less-developed and developing economies, there is the danger of further widening the digital and income divides.

However, these intelligent systems are becoming increasingly ubiquitous and a force to be reckoned with in how universities must approach teaching, learning, research, and administrative tasks.

To date, no specific law is solely dedicated to regulating AI. Although lawmakers have introduced bills concerning AI technology, until these are passed or enacted, legal (and/or ethical) matters related to AI use may need to be addressed using existing laws, such as data privacy or intellectual property rights.[1] Hence, while it is true that there are still no laws/statutes regarding AI use in the country, having a policy on the use of AI tools and technologies in place is critical for universities like MSU for the following reasons, among others:

(a) Ethical concerns can emerge due to AI such as bias in algorithms, data privacy, and academic integrity. A clear policy ensures that AI technologies are deployed responsibly and adhere to ethical guidelines.
(b) MSU needs to have a policy that identifies accountable parties in the use of AI systems. This accountability is crucial for promoting and maintaining trust among students, faculty, staff, and other stakeholders.
(c) MSU must address AI as a potential accessory in facilitating academic dishonesty such as plagiarism, misrepresentation, or cheating. A policy can articulate guidelines and consequences for such action, thus contributing to maintaining academic integrity.
(d) This proposed policy could ensure that AI tools are accessible to all students, including those with disabilities hence, upholding the University's direction towards stronger inclusion initiatives.

In summary, this proposed policy on using AI tools and technologies in MSU is essential to ensure the ethical, responsible, and equitable use of these technologies. The responsible and ethical use of AI technologies in academic work is vital for upholding the integrity of scholarship, fostering innovation, and preparing students for an AI-driven future. This policy will provide MSU a framework to harness the benefits of AI while mitigating potential risks and challenges.

Approval of this proposed policy is earnestly sought.

Note: The MSU Board of Regents approved this proposal and declared that it shall be adopted by the University for System-wide application and shall recognize MSU-IIT as the author.

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[1] SyCip Salazar Hernandez & Gatmaitan (2024). A general introduction to Artificial Intelligence Law in Philippines from: https://www.lexology.com/library/detail.aspx?g=674972bd-9626-4a52-87d5-d0708722ce72

MINDANAO STATE UNIVERSITY
POLICY ON THE FAIR AND ETHICAL USE OF ARTIFICIAL INTELLIGENCE TECHNOLOGIES[2]

ARTICLE I
TITLE

This Policy shall be known as the *Mindanao State University Policy on the Fair and Ethical Use of Artificial Intelligence (AI) Technologies (AI Use Policy, for brevity)*.

ARTICLE II
SCOPE

This policy applies to all students, faculty, and staff across academic practices, facilities, and operations at Mindanao State University, regardless of enrollment or employment arrangement and status. It shall also cover outsourced service providers operating on behalf of MSU within or outside its campuses.

ARTICLE III
PURPOSE

This policy aims to:

1.1 Provide a framework for the ethical and responsible use of AI technologies in research, teaching, and learning in MSU;
1.2 Ensure academic integrity and uphold standards of originality and attribution in academic work; and
1.3 Promote transparency and accountability when using AI technologies in academic settings.

ARTICLE IV
DEFINITION OF TERMS

The following definition of terms shall apply for purposes of this policy:

(a) "University" refers to the Mindanao State University (MSU);
(b) "Artificial Intelligence (AI)" refers to the field focused on creating and advancing automated intelligent systems capable of perceiving, reasoning, making decisions, and taking action within an environment to accomplish a specific objective. These systems utilize computational frameworks that emulate human or animal cognitive processes to analyze data, learn from encounters, and autonomously make decisions, strategize, and act in pursuit of predefined goals.[3]
(c) "Generative AI" refers to a type of artificial intelligence technology capable of producing various types of content such as but not limited to text, images, audio, and synthetic data.

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[2] During the preparation of this proposal, ChatGPT4 was used to initially identify relevant sections of the policy and generate initial drafts and Grammarly was used to ensure language clarity. After using these tools/services, the Technical Working Group reviewed and edited the content as needed and take full responsibility for the content of this policy proposal.
[3] Retrieved February 27, 2024, from University of the Philippines Principles for Responsible and Trustworthy Artificial Intelligence https://up.edu.ph/up-principles-for-responsible-artificial-intelligence/

Examples of Generative AI tools include ChatGPT, NovelAI, Jasper AI, Rytr AI, and DALL-E[4], among others.

(d) Personal information, as defined by law, *"refers to any information, whether recorded in a material form or not, from which the identity of an individual is apparent or can be reasonably and directly ascertained by the entity holding the information, or when put together with other information would directly and certainly identify an individual."*[5]

ARTICLE V
ETHICAL PRINCIPLES

The University recognizes the rapid advancement of technology and the opportunity it offers as it continues to fulfill its mission of providing quality education for the sustainable development of the nation and the global community. At the same time, it is mindful of the ethical implications of adopting these technological developments. As such, MSU shall observe the following principles in using Generative AI and AI-assisted technologies.

Section 1. Transparency. The University strongly advocates honesty in disclosing all relevant information pertaining to the use of AI technologies in any academic work. It enjoins its constituents to provide clear and transparent description and explanation of the AI technologies used in research. The academic community is expected to inform and provide all necessary information to students and other stakeholders, as applicable, on AI technologies used in teaching and learning.

Section 2. Fairness and Equity. The University is committed to observing fairness and equity in the use of AI technologies in research and in teaching and learning. Specifically, MSU shall endeavor to conduct research that is free from bias and of discrimination. Moreover, the University shall ensure that AI tools utilized in teaching and learning are designed and implemented in a manner that allows all students to have equitable access to educational opportunities, regardless of their characteristics or background.

Section 3. Privacy and Data Protection. MSU respects the privacy of all its constituents and shall continue to uphold data protection and privacy standards as the law[6] requires. It shall continue to practice informed consent and data anonymity, when necessary, particularly in the conduct of research that involves the use of AI technologies.

Section 4. Accountability. The University strongly advocates accountability. As such, faculty and administrators implementing research and teaching and learning initiatives are enjoined to be responsible for outcomes of AI-driven activities and any ethical issues that may emerge.

Section 5. Research and Pedagogical Integrity. MSU is a staunch believer of academic integrity. Thus, the use of AI tools and technologies should reflect sound pedagogical principles and must not compromise the integrity of teaching and learning content or assessments. The use of AI-generated content or data must be judiciously and carefully evaluated to avoid plagiarism, falsification, or misrepresentation.

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[4] Adapted from Coursera. (2023, August 17). *What Is Generative AI? Definition, Applications, and Impact*. Retrieved September 6, 2023, from Coursera: https://www.coursera.org/articles/what-is-generative-ai

[5] Section 3 (g) Republic Act No. 10173

[6] Republic Act No. 10173 Data Privacy Act of 2012

ARTICLE VI
USE OF AI IN RESEARCH AND CREATIVE WORK

Section 1. Data Privacy. Laws and the Implementing Rules and Regulations on data privacy[7] should be strictly complied with when collecting, handling, or processing personal information using AI technologies.

Section 2. Human Oversight in AI-assisted Research Reporting. In preparing research reports and journal articles for publication, generative artificial intelligence (AI) and AI-assisted technologies shall solely be used as tools to improve readability and language, enhancing the clarity and linguistic quality of manuscripts. Due and careful consideration should be exercised to prevent any breach of confidentiality or intellectual property rights prohibited by this policy. Outputs generated from AI tools must undergo rigorous human scrutiny and modification to adhere to the principles of fairness and equity. AI and AI-assisted technologies should not be listed as an author or co-author or be cited as an author. Authorship implies responsibilities and tasks that can only be attributed to and performed by humans.[8]

Section 3. Transparency and Attribution. Researchers and creatives using AI tools and technologies in their work must be transparent about their use. Proper attribution to AI tools and models used, including the source and version, where available and applicable, should be provided in research outputs. Ethical considerations, such as how potential biases or privacy issues were addressed, should be discussed and included in a written or created work for publication.

Authors of special projects, theses, and dissertations are required to disclose their use of AI and AI-assisted technologies when writing their manuscript by including a statement placed at an appropriate section as may be determined by the Department, School, College, Office of the Vice-Chancellor for Research and Enterprise, or any degree-granting unit of the University. The statement should be a new and separate section entitled **"Declaration of Generative AI and AI-assisted Technologies in the Writing Process."** Additionally, the statement shall bear the following text or a similar disclosure to the same effect and shall be accompanied by the signature(s) of the author(s):

> "During the preparation of this work the author(s) used [NAME TOOL / SERVICE] in order to [REASON]. After using this tool/service, the author(s) reviewed and edited the content as needed and take(s) full responsibility for the content of the publication"[9].

This declaration does not apply when only basic, non-AI tools are used for checking spelling, grammar, and references.

There is no need to add a statement if the author(s) has (have) nothing to disclose.

Section 4. Compliance with Laws and Regulations. Researchers should comply with all relevant and pertinent laws, regulations, and University policies regarding the utilization of AI in research such as data protection, use of human subjects, and intellectual property rights, among others. Should the researchers need assistance or guidance to the same, the former shall coordinate with the Director of the University's Research Integrity and Compliance Office (RICO).

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[7] See Note 4.

[8] Adapted from Elsevier. (2023). *Publishing Ethics*. Retrieved September 5, 2023, from Elsevier: https://www.elsevier.com/about/policies/publishing-ethics

[9] Adopted from Elsevier. (2023). *Publishing Ethics*. Retrieved September 5, 2023, from Elsevier: https://www.elsevier.com/about/policies/publishing-ethics

Section 5. Plagiarism. Author(s) must ensure that use of AI-generated content, such as text, should not involve plagiarism. Author(s) should carefully review AI-generated materials and ensure proper citation and attribution. Plagiarism, as any form of academic dishonesty, shall be dealt with according to existing policies. Should the researchers need assistance with the use of plagiarism checker and other similar tools, they shall coordinate with the Institute Librarian or the Director of the Center for Information and Communications Technology (CICT).

Additionally, Faculty members and lecturers are enjoined to require students to submit assignments and other course requirements using the MSU Online Learning Environment (MOLE), which already employs a plagiarism checker (as a plugin). Similarly, the University shall guarantee the availability of subscriptions to plagiarism checkers and similar tools.

Section 6. Review. Written outputs of research and creative works involving AI should undergo review to ensure their quality, scientific rigor, validity, ethical considerations, and compliance with this policy.

Advisers and/or reviewers are prohibited from uploading a submitted manuscript or creative work or any part of it into a generative AI tool as this could potentially violate the authors' confidentiality and proprietary rights and may breach data privacy rights, particularly when the paper or creative work contains information that could identify the identity of the author(s).

The Chancellor shall issue a review mechanism to ensure sound implementation of this process.

Section 7. Communications Pertaining to Research or Creative Work. Advisers and/or reviewers are prohibited from uploading letters and other communication about research or creative work submissions to an AI tool, as these files or documents may contain confidential information about the authors. In addition, doing so would risk data privacy and proprietary rights breaches.

Section 8. Assessment of Submitted Research or Creative Work. Advisers and/or reviewers must not employ generative AI or AI-assisted technologies in evaluating or making decisions about submitted research or creative work.

ARTICLE VII
USE OF AI IN TEACHING AND LEARNING

Section 1. Curriculum Integration. To enhance and enrich students' learning experience, faculty members and lecturers are encouraged to integrate AI tools and technologies into the curriculum. This should be done with utmost consideration while ensuring that the use of such AI tools and technologies aligns with intended learning objectives and outcomes and that it should support inclusive education.

Section 2. Ethical Considerations. Faculty members and lecturers should address ethical considerations related to using AI tools and technologies as part of their classroom management mechanism, discussing topics such as academic integrity, bias, fairness, accountability, and relevant school policies.

Section 3. Assessment. When assessing student work involving AI tools and technologies, faculty members and lecturers should clearly communicate expectations, including whether AI-generated content is permitted, and assess students' originality and critical thinking.

Section 4. Assessment of Submitted Course Requirements. Faculty members and lecturers must not employ generative AI or AI-assisted technologies in evaluating or deciding a submitted course requirement.

ARTICLE VIII
RESPONSIBLE AI DEVELOPMENT

Section 1. AI System Development. Faculty researchers, staff, and students involved in AI system development should adhere to ethical AI development practices and the principles governing AI tools and technologies as described in Article VI of this policy.

Section 2. Research Collaboration. Collaboration with external AI developers and organizations should align with the University's ethical principles and institutional values, ensuring that the use of AI in research work maintains research integrity and ethical standards.

Section 3. Bias Mitigation. Faculty researchers, external research collaborators, staff, and students should actively address and mitigate bias in AI models and systems developed, ensuring that these do not discriminate or perpetuate unfair stereotypes.

Section 4. Validation and Testing. AI models and systems developed by the University's faculty researchers, external research collaborators, staff, and students must undergo rigorous validation and testing to ensure accuracy, reliability, and ethical use. The Chancellor shall issue a validation and testing mechanism to ensure sound process implementation.

ARTICLE IX
ACCESSIBILITY AND INCLUSIVITY

Section 1. Accessibility. AI tools and technologies used in academic settings should be accessible to all students, including those with disabilities. Efforts should be made to ensure that AI-powered and AI-enabled materials and platforms are usable and accommodating to all potential users.

Section 2. Equity. The use of AI should not exacerbate educational disparities. The University shall address any potential biases or discrimination in its AI systems, AI-enriched teaching and learning content, or assessments.

ARTICLE X
MONITORING AND COMPLIANCE

The University shall establish mechanisms to monitor compliance with this policy. This includes, but is not limited to, periodic reviews of AI-related practices, offering guidance and resources, and addressing any ethical or compliance issues that may arise.

The Chancellor shall issue the necessary and relevant guidelines to monitor compliance as deemed necessary.

ARTICLE XI
TRAINING AND AWARENESS

Section 1. Faculty, staff, and students shall be provided with training on the proper, ethical, and responsible use of AI tools and technologies in academic work, including data handling, bias mitigation, and data privacy protection.

Section 2. Students shall be particularly oriented on the importance of academic integrity when integrating AI-generated content into their work.

ARTICLE XII
IMPLEMENTATION

This policy shall be implemented under the oversight of the Research Integrity and Compliance Office in coordination with the Vice-Chancellor for Academic Affairs for AI use in teaching and learning and the Vice-Chancellor for Research and Enterprise for AI use in research and creative works.

Relevant academic departments, research offices, and the Center for Information and Communications Technology (CICT) shall provide the appropriate and necessary support in implementing this policy.

ARTICLE XIII
ENFORCEABILITY

Violations of this policy may result in disciplinary actions in accordance with the institution's policies and procedures germane to academic misconduct and research ethics.

ARTICLE XIV
POLICY REVIEW AND UPDATES

A review of this Policy shall be conducted every five (5) years by a Technical Working Group whose composition shall be determined by the Chancellor or may be initiated sooner by the Chancellor when necessary to ensure legislative or statutory compliance, to ensure alignment with evolving and rapidly advancing AI technologies and emerging challenges, or when deemed necessary to do so in the best interests of the University.

ARTICLE XV
FINAL PROVISIONS

Section 1. Interpretation. Any doubt in the interpretation of any provision of this policy shall be liberally interpreted to uphold the rights and interests of University constituents and members of the community.

Section 2. Separability Clause. If any provision or part hereof is held invalid or unconstitutional, the remainder of this policy or the provisions not otherwise affected shall remain valid and subsist.

Section 3. Repealing Clause. Any provision from previous BOR Resolutions inconsistent with this policy is repealed.

Section 4. Effectivity Clause. This policy shall take effect immediately upon approval by the Board of Regents.