

Hampton University Policy on Responsible Use of Artificial Intelligence

Purpose

This policy establishes principles and standards for the responsible, ethical, and lawful use of Artificial Intelligence (AI) technologies at Hampton University (HU). It supports academic excellence, innovation, and institutional operations, including administrative and business functions, while ensuring compliance with applicable federal and Virginia law, safeguarding data privacy and security, and upholding the University's values of integrity, accountability, and fairness.

Scope

This policy applies to all faculty, staff, students, contractors, and affiliates who use AI tools for academic, research, instructional, operational, or administrative purposes on behalf of Hampton University or using University resources.

Responsible offices include the Office of Academic Affairs; Division of Information Technology (DoIT); and the Office of Student Success and Enrollment Management.

Definitions

Artificial Intelligence (AI): Machine-based systems that, for a given set of human-defined objectives, can make predictions, recommendations, or decisions influencing real or virtual environments.

Agentic Artificial Intelligence (AAI): Autonomous systems powered by large language models (LLMs) that can independently perceive, reason, plan and act to achieve complex multi-step goals with minimal human oversight.

Generative Artificial Intelligence (GAI): A class of AI systems that generate new content, including but not limited to text, images, audio, video, and computer code, in response to user prompts.

Restricted Data: Information classified by Hampton University as confidential or sensitive, including FERPA-protected records, HIPAA-protected data, personally identifiable information, employee records, proprietary information, and confidential research data.

Fair Use: A legal doctrine permitting limited use of copyrighted material without permission for purposes such as teaching, scholarship, research, criticism, or comment, consistent with Section 107 of the U.S. Copyright Act.

Principles for Responsible AI Use

AI may be used at Hampton University to enhance learning, teaching, research, and administrative and operational effectiveness, including decision support, communications, and service delivery.

All use must be:

- Responsible – users are accountable for outputs they generate or rely upon
- Transparent – use of AI is disclosed where appropriate
- Ethical – aligned with academic integrity and institutional values
- Secure – protects sensitive and restricted data
- Human-centered – decisions remain subject to human judgment and oversight

Student Use of AI

Students may use AI tools in accordance with course-specific guidance and University academic integrity standards.

1. AI may be used for brainstorming, outlining, language support, tutoring, and skills development when permitted by the instructor
2. Use of AI to complete assignments, exams, or graded work without authorization is prohibited
3. Students must acknowledge and cite AI use when required
4. Students are responsible for verifying the accuracy and integrity of AI-generated content
5. Restricted Data must not be entered into AI tools

Violations will be addressed under the Hampton University Student Code of Conduct.

Faculty Use of AI

1. Faculty use of AI should uphold academic freedom while ensuring instructional integrity and fairness.
2. Faculty determine and communicate course-level AI policies in syllabi and assignments
3. AI detection tools must not be used as the sole basis for academic misconduct determinations
4. AI may support teaching, assessment design, feedback, and research, with appropriate review for accuracy and bias
5. Restricted Data, unpublished student work, and confidential research materials must not be entered into AI systems without DoIT approval

Faculty are expected to model ethical, transparent, and responsible AI use

Administrative and Operational Use of AI

AI use in administrative and operational contexts must prioritize accuracy, compliance, and institutional accountability.

1. AAI may be used to increase student service operations that support advising, retention, and graduation.
2. These agents may be used to enhance operational workflows, communications, data analysis, and service delivery, provided outputs are reviewed for accuracy and appropriateness.
3. AI-generated outputs used in official University operations, communications, or decision-support must be reviewed by a human prior to use
4. AI may not be used to make final decisions regarding employment, finances, academic standing, or disciplinary actions without appropriate human oversight
5. Restricted Data must not be entered into AI systems without DoIT approval
6. AI must not be used for discriminatory practices, unauthorized surveillance, or activities that violate law or University policy

Data Security and Privacy

All AI use must comply with Hampton University's data governance, information security, and acceptable use policies.

Users must consult DoIT prior to using AI tools that process sensitive or restricted data.

Prohibited Uses

AI tools may not be used to facilitate academic dishonesty, generate or distribute misinformation, violate intellectual property rights, enable cybersecurity threats or engage in harassment, discrimination, or any unlawful activity.

Violations will be addressed through applicable student, faculty, or staff disciplinary processes. The Division of Information Technology may restrict access to AI tools that pose institutional risk.

Education and Training

Hampton University will provide ongoing education and professional development to promote responsible AI use, data protection, and emerging best practices.

Review and Approval

This policy will be reviewed periodically by the Office of the Provost in collaboration with DoIT and the Office of General Counsel.

Approved by: Board of Trustees April 2026