

Use of Artificial Intelligence for Teaching, Learning, and Scholarship

Section: 1

Policy number: 1.5

Responsible Office: Education and Faculty Affairs

Issued: 3.2025

Latest Review:

POLICY STATEMENT

Faculty, staff, fellows, residents, and students of the University of North Dakota School of Medicine and Health Sciences (UND SMHS) may use any Generative Artificial Intelligence (AI) tool provided they only enter public data in the process of doing so, and when the AI tool being used is not otherwise expressly prohibited by NDUS or UND. When using AI for assigned coursework, students must check with the responsible faculty and comply with any additional requirements regarding the use of AI for coursework.

If faculty, staff, fellows, residents, and students at the UND SMHS intend to enter data that is restricted or private in the use of AI, (including data such as, but not limited to that protected under FERPA and HIPAA as well as intellectual property and proprietary information) they may ONLY use generative AI tools that do not retain, transfer, or use this data for any other reason(s). If it cannot be confirmed that the AI tool complies with these requirements, then NO restricted or private data should be entered into the AI.

Further, the use of generative AI tools by faculty, staff, fellows, residents, and students at the UND SMHS must adhere to academic and research integrity policies as documented in the [Code of Student Life](#), [Faculty Handbook](#), and [Staff Handbook](#). This caution extends to sensitive data generated and used as part of a research project.

Additional limitations and responsibilities regarding the use of AI by faculty, staff, fellows, residents, and students may be established by those at outside organizations where faculty and staff hold dual positions/responsibilities or where students receive education as part of degree programs at the UND SMHS (e.g., clinical faculty; students during clinical education). When the use of Generative AI is performed as a part of a role or responsibility within that outside organization, those policies or guidelines shall supersede this policy, with the exception of the use of private or restricted information when using generative AI.

REASON for POLICY

Generative AI is a powerful technology that has a place in the delivery of health care and health care education. However, generative AIs require large datasets for training, and some generative AIs capture the data entered by users and use it to train and improve their generative AI. In such cases, information entered into a Generative AI may be shared with other users who use the same

generative AI tool. Additionally, generative AIs may use data entered by users for other reasons (e.g., marketing, research, transferring to other organizations or people). Restricted and private data, proprietary information, sensitive data from research projects, and intellectual property may not be shared publicly. Therefore, such data may only be used with generative AI systems that do NOT use data for training purposes.*

Further, some faculty, staff, fellows, residents, and students at the UND SMHS have dual roles or responsibilities with outside organizations as part of their role at the UND SMHS. Those organizations may have their own policies and guidelines that govern the use of AI for tasks and responsibilities within their organization. Similarly, supervisors and teachers may choose to limit the use of AI by staff and students within the context of their supervision or teaching. This policy lays out the parameters by which faculty, staff, fellows, residents, and students can determine the appropriate use of generative AI.

** If it is unclear whether the generative AI tool retains, transfers, or uses this data for any other reason(s), it should be assumed that they DO use entered data for those purposes.*

SCOPE of POLICY

This policy applies to:

√Deans, Directors, and Department Heads

√Faculty

√Managers and supervisors

√Staff

√Students

WEB SITE REFERENCES

Policy Office:

<http://www.med.und.edu/policies/index.cfm>

Responsible Office: Office of Education and Faculty Affairs

Library Resources:

<https://libguides.und.edu/c.php?g=1335774&p=9839812>

Teaching, Learning, and Scholarship:

<https://med.und.edu/education-training/education-resources/repository.html#ai>

<https://med.und.edu/education-training/education-resources/faculty-development.html#d65e259--3>

Teaching Transformation and Development Academy:

<https://und.edu/academics/ttada/ai-resources.html>

Information Resources:

<https://med.und.edu/information-resources/staff.html>

CONTENTS

Definitions.....page 3
 Contactspage 4
 Procedurespage 4
 Responsibilitiespage 5

DEFINITIONS

Artificial Intelligence (AI)	Computer systems that can perform tasks that usually require human intelligence, such as learning, problem-solving, and decision-making. AI technologies use math and logic to simulate human reasoning and make predictions or take actions based on data patterns. ¹
Generative AI	A type of AI that uses machine learning to create new content such as images, video, audio, or text. Generative AI models are trained on large amounts of data and learn to predict what comes next in a pattern. ¹
FERPA	Family Educational Rights and Privacy Act, which is a federal law that protects the privacy of student education records and which applies to all public or private schools, as well as state or local education agencies that receive federal funding. ¹
HIPAA	Health Insurance Portability and Accountability Act, a federal law that protects confidentiality and security of health information. ¹
Proprietary Information	Proprietary information is confidential and valuable information that is owned by a company or individual and is not meant to be disclosed to the public. It can include a wide range of information, such as trade secrets, financial information, product designs, research and development, marketing information, manufacturing data, copyrights, patents, trademarks and assessment of learners. ¹
Intellectual Property	Scholarly works, discoveries, advancements, and innovative approaches (collectively defined as intellectual property or IP) that have the potential to be further developed into products or services that need to be protected and disseminated.
Clinical Education	Education that is part of a degree-granting program at the UND SMHS and that takes place in clinical settings where patient care is provided.
Training Data	A set of information, or inputs, used to teach AI models to make accurate predictions or decisions. ¹
Machine Learning	Machine learning is a subset of artificial intelligence that allows computers to learn from data without being explicitly programmed, essentially enabling them to identify patterns and make predictions based on the information they are given, improving their performance over time as they are exposed to more data. ¹
Restricted Data	This is data that requires the highest level of protection. It is data protected by federal or state laws, regulations, contracts, or policy. The unauthorized disclosure of restricted data would typically require the university system to report the disclosure and/or provide notice to the individual whose data was inappropriately accessed.
Private Data	Data that should not be available to the public. It is data that may be protected by federal or state laws, regulations, contracts, or policy. This data requires protection, but not at the same level as Restricted data.
Public Data	Data that is not considered to be Restricted or Private. It is data that can generally be released to the public. It typically requires minimal protection.

¹ Definition initially generated by Search Labs AI and edited by the authors of this policy.

Outside Organizations	Organizations that are not part of UND or SMHS within which UND SMHS faculty, staff, or students may have roles and responsibilities. These include, but are not limited to, health care organizations in which patients receive health care.
-----------------------	---

RELATED INFORMATION

NA

CONTACTS

General questions about this policy can be answered by your department’s administrative office. Specific questions should be directed to the following:

Subject	Contact	Telephone/FAX	Email contact
Policy clarification	Office of Education and Faculty Affairs	777.2515	linda.m.anderson@und.edu
Policy format	Dean’s Office	777.2514/777.3527	judy.solberg@und.edu

PROCEDURES

- 1) All UND SMHS Faculty, Staff, and Students
 - A) Before entering any restricted data into a Generative AI tool:
 - 1) Establish whether the Generative AI retains, transfers, or uses this information for any other reason(s).
 - 2) If the Generative AI retains, transfers, or uses this information for any other reason(s) OR if it is unclear whether it does so, DO NOT enter any restricted data.
 - 3) If you need to use a Generative AI tool with Restricted Information and do not know which tools meet the requirement outlined in this policy, consult Information Resources or ITSS for clarification.
 - B) In addition to and PRIOR to complying with 1A, above:
 - 1) For activities and/or data that originate exclusively within the UND SMHS (i.e., data and assigned work that originates within UND SMHS), check with your faculty or supervisor to ask about additional restrictions and requirements on the use of Generative AI for educational purposes.
 - 2) For activities and/or data that originate in part or entirely at an Outside Organization that is connected to your work and/or studies, comply with procedures outlined in section 1A.
- 2) UND SMHS Faculty and Staff with Dual Appointments, Roles, or Responsibilities at Outside Organizations
 - A) In addition to the procedures outlined in section 1, consult with your supervisor or administration in the Outside Organization for whom you are employed and/or where you perform some or all of your duties and responsibilities to determine which policies govern the use of AI in that organization. Do NOT enter any information into a Generative AI until you have completed this step.
 - B) Policies at these Outside Organization supersede the UND SMHS AI policy EXCEPT and UNLESS those policies are LESS restrictive than this policy.

RESPONSIBILITIES

Administrators and Faculty	Communicate additional AI restrictions or responsibilities for those you supervise or teach. Comply with academic honesty and integrity guidelines regarding the use of AI for teaching and research.
SMHS Students	Check with responsible faculty for additional AI restrictions or responsibilities regarding the use of AI for assigned coursework.
Information Resources	Consult with SMHS personnel and students regarding which AI tools are available, which comply with this policy regarding the use of restricted or private data, and how appropriate AI tools can be obtained using UND SMHS funds.
Library Resources	Maintain AI Resource Page and consult with UND SMHS personnel and students regarding the use of AI.
Education Resources Teaching, Learning, and Scholarship Unit	Maintain AI component of Teaching Resources and Faculty Development page and consult with UND SMHS personnel regarding the use of AI for teaching and scholarship.

REVISION RECORD

Approved by FC 03.03.2025