

# Kennesaw State University Artificial Intelligence Policy

**May 1, 2026**

All Kennesaw State University internal stakeholders utilizing AI-enabled tools shall do so ethically, responsibly, and securely. Use cases of AI-Enabled tools used in institutional contexts, such as administrative, operational, instructional, learning, research, and service functions must be reviewed and approved by the AI Governance Committee before purchase, deployment, or use.

KSU will implement practices, processes, and/or procedures to ensure that internal stakeholders, and contracted AI-Enabled Tools meet institutional privacy, security, and data protection standards. Additionally, institutional leaders and experts in the field of AI will maintain guidance for the responsible use of AI-enabled tools. Institutional guidance will outline necessary steps to ensure that agreements with suppliers, contractors, and providers of AI tools and/or services address ethical considerations and responsible use of AI prior to the execution of any services, contracts, or agreements that leverage AI.

Use of AI must comply with the University's ethical standards, protect personal and institutional data, maintain academic rigor and intellectual honesty, and reflect ethical principles such as fairness/mitigation of bias, accountability, freedom from hallucinations, transparency, human oversight, accessibility, and safeguards against prompt injections as outlined in the KSU Institutional Artificial Intelligence Guidance Document.

Oversight responsibility for this policy will be assigned to KSU's AI Governance Committee. This Committee is charged with overseeing compliance with the principles and guidance outlined in the KSU Institutional Artificial Intelligence Guidance Document. The AI Governance Committee will include institutional representation from among faculty and divisions such as but not limited to Academic Affairs, Student Affairs, Data Governance, Data Privacy, Cybersecurity, and Research Integrity. This Committee will:

- Maintain the KSU Institutional Artificial Intelligence Guidance Document.
- Review use cases of AI-Enabled Tool requests prior to purchase or deployment to ensure the tools meet the expectations outlined in the KSU Institutional Artificial Intelligence Guidance Document.
- Communicate the results of AI-Enabled Tool Inventory reviews to the KSU internal stakeholders.
- Publish an institutional inventory of AI-Enabled Tools and their acceptable use in institutional contexts.
- Review the AI Policy and KSU Institutional Artificial Intelligence Guidance Document annually.

KSU employees and students must complete an AI training module which links to and explains this Policy annually. The training requires that faculty, staff, and students acknowledge that they understand and will comply with the Policy.

KSU internal stakeholders must adhere to the guidelines and principles outlined in the KSU Institutional Artificial Intelligence Guidance Document specifically relating to the following:

- Ethical Principles and Guidelines
- Accountability and Responsible Use of AI-Generated Content
- Professional Development and Educational Options
- Privacy and Security of Student Information
- Human Oversight and Control of AI in Research Processes
- Responsible Use of AI in Scholarly Communications