

Ethical Standards Framework

for working with generative AI

Questions to ask and issues to consider when working with generative AI to ensure that your use and handling is ethical. It's all about TRUST.

T - Transparency & Disclosure

Question: Are the use and capabilities of AI tools fully disclosed to students/patrons, and are they aware of how their data will be used and protected?

Issues to Consider: Ensure transparency by informing students/patrons about how AI will be used in their coursework & interactions, what data will be collected, and how it will be utilized. Obtain explicit consent for their data usage and provide options to opt-out where possible.

R - Reason & Necessity

Question: Is our use of AI necessary for achieving the educational/nonprofit objectives, and does it enhance the learning or community experience in a meaningful way?

Issues to Consider: Evaluate whether the AI tool adds genuine value to the process or if traditional methods might be more appropriate. Ensure that the primary purpose is to support learning & community experience outcomes, not merely to replace essential activities.

U - Uniqueness & Integrity

Question: Are there mechanisms in place to ensure that the work produced by students & staff is uniquely their own and that AI is not being used to bypass originality or compromise integrity?

Issues to Consider: Design assessments that require critical thinking and originality. Develop an AI policy that balances ideation with accountability. Encourage users to reflect on and explain their use of AI, ensuring that their submissions and posts reflect their own understanding and effort.

S - Safeguards & Equity

Question: Does our use of AI promote fairness and equity among all students and patrons, and does it provide equal access to resources and opportunities for all?

Issues to Consider: Assess whether the AI tool provides equal opportunities for all students & patrons, regardless of their background or access to technology. Implement measures to support those who may not have the same level of access or familiarity with AI tools, and watch for bias.

T - Tenets of Compliance

Question: Does our use of AI comply with ethical guidelines, institutional or organizational policies, and relevant legal standards regarding data privacy, intellectual property, and fairness?

Issues to Consider: Ensure that the AI tools comply with data protection regulations such as GDPR, FERPA, &/or other relevant laws. Respect intellectual property rights and address any biases that the AI tool might introduce and mitigate against them.

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