

THE UNIVERSITY OF THE VIRGIN ISLANDS

ARTIFICIAL INTELLIGENCE POLICY

Preamble

The University of the Virgin Islands (UVI) recognizes that Artificial Intelligence (AI) technologies are rapidly transforming teaching, learning, research, scholarship, and administrative operations. As these technologies continue to evolve, the University is committed to fostering an environment that supports innovation while upholding the principles of academic integrity, intellectual inquiry, ethical responsibility, and institutional excellence.

This Policy is **not intended to require, promote, or discourage the use of Artificial Intelligence in teaching, learning, research, or administrative work**. Rather, it establishes a common institutional framework that promotes transparency, consistency, and informed decision-making regarding AI use across the University community.

UVI affirms the professional judgment and academic freedom of its faculty to determine the appropriate role of AI within their courses and disciplines. Faculty members retain the authority to prohibit, restrict, permit, or encourage the use of AI in accordance with their pedagogical objectives, provided that these expectations are clearly communicated to students through course materials and assignments. Likewise, administrative units may adopt AI practices appropriate to their operational needs, consistent with University policies governing privacy, security, ethics, and responsible stewardship of institutional data.

Recognizing that AI technologies are developing at an unprecedented pace, this Policy is intended to serve as a living framework that will evolve in response to technological advances, emerging best practices, regulatory requirements, and the educational mission of the University. UVI remains committed to ongoing dialogue, collaboration, and periodic review to ensure that its approach to AI continues to support academic excellence, innovation, and the responsible use of technology.

Above all, this Policy seeks to provide clarity rather than prescription, empowering faculty, staff, and students to engage with AI thoughtfully, ethically, and responsibly while preserving the University's longstanding commitment to academic freedom, scholarly integrity, and student success.

THE UNIVERSITY OF THE VIRGIN ISLANDS ARTIFICIAL INTELLIGENCE DRAFT POLICY

SECTION A

1. GENERAL PURPOSE

The purpose of this Policy is to set clear guidelines and expectations surrounding the responsible, secure, and ethical use of artificial intelligence (AI) tools and accessible data in alignment with our vision. The University of the Virgin Islands (UVI) continues to embark on a strategic journey aimed at propelling the institution to new heights of academic and institutional excellence. Achieving this vision requires a deliberate and forward-thinking approach that embraces not only advancements in pedagogy but also the transformative potential of emerging technologies.

The guidelines below aim to provide additional direction for students, faculty, and staff in their use of AI tools to support learning, research, and professional tasks, while safeguarding data sovereignty and preventing misuse, plagiarism, and academic dishonesty.

2. SCOPE

This Policy governs the use of artificial intelligence tools by UVI staff, faculty, students, and researchers in the performance of their functions for or on behalf of UVI. As this Policy may be updated from time to time, UVI community members are encouraged to review the most recent version regularly.

3. AI USE FOR ACADEMIC PURPOSES

UVI recognizes the growing role of AI in education, research, and academia. While Generative Artificial Intelligence (GenAI), a subset of AI, offers potential for content creation, enhanced creativity, and academic innovation, its use at UVI must align with the University's core values of students' well-being first, learning and scholarship, excellence, effective use of technology, and an equitable reward system. Student use of AI must reflect alignment with the [UVI Student Code of Conduct](#), in particular good moral character, personal responsibility, and respect for others.

SECTION B

4. COURSE POLICIES ON GENERATIVE AI USE

Whereas GenAI is defined as AI technology that automatically generates content in response to prompts written in natural-language conversational interfaces (Miao, 2023), instructors should be guided by the following:

- a. Individual instructors have the discretion to permit or restrict the use of AI tools in their assignments based on their professional judgment.
- b. The integration of AI should not compromise students' critical thinking or originality.
- c. If AI detection software is used (e.g., Turnitin), students must be informed at the start of the course.
- d. If AI detection software is used (e.g., Turnitin), students should be encouraged to check their work for originality before submission and made aware of detection limitations.
- e. Ideal use of GenAI resources is predicated on the basis that all participants are informed and agree a given resource can be used, with the exception of AI note-taking tools. (*See Page 3 below.*) UVI faculty/staff are expected to promote and model reasonable attempts to achieve a record of consensus.

- f. Faculty members are encouraged to select one of the following AI use cases and related policy statements for their courses and communicate it to students.
- ✓ **AI use is prohibited for this course.**
Students are not allowed to use advanced automated tools including but not limited to Machine Learning (ML), GenAI, Large Language Models (LLM), or other AI resources on assignments in this course.
 - ✓ **AI use is allowed only with prior permission.**
Students are allowed to use advanced automated tools including but not limited to Machine Learning (ML), GenAI, Large Language Models (LLM), or other AI resources on assignments in this course only if a record of instructor permission and acknowledgement criteria are obtained in advance.
 - ✓ **AI use is allowed only with acknowledgement.**
Students are allowed to use advanced automated tools including but not limited to Machine Learning (ML), GenAI, Large Language Models (LLM), or other AI resources on assignments in this course only if that use is properly documented and credited. *[Refer to the Academic Integrity Course Module 1 on how to cite AI.]*

AI DECLARATION STATEMENT

The following AI declaration statement is recommended at the end of relevant assignments subject to the discretion of the instructor.

I, [Name of the Student], declare that:

☐ I have used AI [NAME of AI TOOL/AI Technology] in this assignment, in the following ways- (Briefly explain).

☐ I have not used AI tools/technology in this assignment.

The use or non-use of AI tools/technology in this assignment is based on the instructions given in the course by the instructor(s).

Signature of the Student:

ID No:

5. AI USE - UVI FACULTY

AI tools shall be used by faculty in a responsible and ethical manner. It is the responsibility of faculty to review generative AI output for accuracy and disclose its use to students and colleagues with proper acknowledgement to ensure transparency and preserve academic integrity. To this extent, AI tools may be used to support appropriate grammar usage or to brainstorm, clarify, refine communication, and to enhance scholarly efforts and research.

Students' work or grades should never be uploaded to third-party sources, except for approved integrity analysis portals (e.g., Turnitin). Faculty should be mindful of maintaining their original voice when providing feedback to students.

SECTION C

6. AI USE FOR ADMINISTRATIVE PURPOSES¹

The benefits of using GenAI in the workplace include gaining data-driven insights, increasing productivity and efficiency, and improving communication and collaboration (Microsoft, 2025). While the University remains committed to adopting new technologies to aid its mission, the inherent risks and limitations of AI must be considered. Responsible use is required. Employees, clients, suppliers, customers, and the University at large must be protected from harm.

Risks in using these technologies include uncertainty about who owns the AI-created content and security/privacy concerns with inputting confidential user information or sensitive information about an employee, client, customer, etc., into an AI tool. Additionally, the accuracy of the content created by these technologies must be verified, as the information may be outdated, misleading, or in some cases, fabricated.

This Policy applies to all UVI employees, and all work performed by those employees, whether on or off premises.

7. AI USE - UVI EMPLOYEES

- Employees wishing to use AI tools are strongly advised to discuss the parameters of intended use with their manager or director, and to validate assumptions regarding the operation, reliability, and integrity of such tools with support from IS&IA as needed.
- All AI-generated content must be reviewed for accuracy before relying on it for work purposes. If a reliable source cannot be found to verify content generated by AI, that information cannot be used for work purposes.

AI NOTETAKERS

Indiscriminate, spontaneous use of AI-based notetakers and intelligent meeting assistants by participants has proven disruptive. The unsolicited storage, analysis, and inadvertent disclosure of sensitive information and private discourse that results from such practices runs afoul of privacy mandates, professional standards, and common propriety. As UVI has chosen to standardize across Microsoft 365 and Azure platforms, with the sole exception of notetaking and transcription features in Microsoft Teams, the use of external third-party AI notetakers for official UVI business on the UVI network is prohibited.

Faculty who pursue funded research of this emerging technology as part of scholarly work may request qualified or provisional exemptions. Output or notes generated for organizational purposes via AI notetakers remain the property and exclusive domain of the University of the Virgin Islands in perpetuity.

¹ *Adapted from the Society for Human Resource Management (SHRM) template*

To inquire about or request the use of other AI notetaking tools, contact the IT Helpdesk at helpdesk@uvi.edu.

Training

- UVI employees will be trained in the proper use of AI tools in the workplace.
- Student training is available via Module 1 of the Academic Integrity Tutorial on Brightspace. Contact IS&IA for access.
- All questions related to this training should be addressed to helpdesk@uvi.edu.

Monitoring

Use of AI tools with university resources and equipment is subject to all applicable University policies, in particular the [*UVI Acceptable Use Policy*](#).

Questions regarding this Policy should be directed to helpdesk@uvi.edu.

References

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Additional Readings

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