

Generative Artificial Intelligence Administrative Use Guidelines

Administrative policy approved May 13, 2024. Effective immediately.

Revision history: Technical edits made in December 2024.

Related policies: Information Security Policy; Data Classification and Handling Policy; Computer and Network Use Policy; Student Records Policy – FERPA; Policy to Prevent Discrimination,

A. Background and Scope

Website and communications content (e.g., drafting content for institutional information);

Editing assistance (e.g., editing text for tone, clarity, and grammar);

Creating or editing images;

Generating narration or background music for presentations; and

Brainstorming ideas related to projects.

GenAI Tools serve many purposes but are not meant to solve all problems, especially when human empathy and connection are required. GenAI Tools are useful but are not a substitute for emotional intelligence.

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D. Prohibited Uses

In addition to the prohibitions in Section C, Southwestern staff may not use GenAI Tools for the following purposes or purposes similar to those listed below:

to generate content that facilitates sexual harassment, threats, stalking, hostile environments, illegal discrimination, or otherwise violates Southwestern's *Policy*

factual information, edited and revised the language to their satisfaction, and takes ultimate responsibility for the content of this document.”

A sample acknowledgment for images might read as follows: “Foreground model created by Midjourney and sketched by the author.”

Users typically do not need to disclose the use of GenAI Tools for brainstorming, editing initial drafts, or minor tasks. A guideline to follow is whether a reasonable person would expect to know that you used a GenAI Tool to create your work product.

Staff should use additional care and sensitivity when using GenAI Tools to assist in creating public-facing documents, such as press releases, media releases, advertisements, webpages, social

H. Digital Accessibility and Inclusivity

When using GenAI Tools, users should prioritize creating outputs that are universally accessible and inclusive and conform to Southwestern's *Website & Digital Accessibility Policy*.

I. Procuring GenAI Tools

If you have procured or are considering procuring GenAI Tools or have questions, contact the Information Technology department at ithelp@swlaw.edu. Southwestern's Information Technology department must assess vendor GenAI Tools before use. No one may integrate any GenAI Tool with internal Southwestern software without first receiving permission.

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