

**UNIVERSITY OF HOUSTON SYSTEM  
ADMINISTRATIVE MEMORANDUM**

**SECTION: Information Technology**

**NUMBER: 07.A.13**

**AREA: Computing Services**

**SUBJECT: Artificial Intelligence Acceptable Use**

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**1. PURPOSE**

The University of Houston System (“UHS” or “System”) recognizes the use of Artificial Intelligence (“AI”) Systems can be an effective tool for innovation and increasing student and employee productivity and encourages the ethical and appropriate use to improve operations and academic outcomes. To achieve these ends, it is essential that all faculty, staff, and students understand acceptable uses for these AI Systems.

This policy outlines the appropriate and responsible use of AI Systems within System universities to ensure compliance with applicable laws, rules, regulations, and UHS policies and guidelines.

**2. POLICY STATEMENT**

All faculty, staff, and students should use AI Systems in an ethical, safe, and responsible manner that aligns with the UHS's mission, values, and principles in compliance with all applicable laws, rules, and regulations governing the use of AI.

**3. DEFINITIONS**

3.1 Artificial Intelligence (AI): Involves technology that empowers computers or robots to mimic humans’ higher capabilities, such as actions, reasoning, and decision making. AI relies on algorithms that can copy human reactions or, on a higher level, solve problems without further intervention of people.

3.2. AI Systems: Machine-based systems that for explicit or implicit objectives infers from provided information a method to generate outputs, such as predictions, content, recommendations, or decisions, to influence a physical or virtual environment with varying levels of autonomy and adaptiveness after deployment.

3.3. Generative AI: Any machine-based system designed to consider user questions, prompts, and other inputs (e.g., text, images, videos) to generate a human-like output (e.g., a response to a question, a written document, software code, or a product design).

3.4. AI Risk Officer: University employee responsible for ensuring AI Systems procurement, development, deployment, and use is consistent with [Chapter 219 of the Texas Administrative Code](#).

3.5 Heightened Scrutiny AI System: A heightened scrutiny AI System is an AI System that makes, or materially supports, consequential decisions affecting an individual's rights, access to governmental or educational services, employment, academic standing, discipline, or other legally protected interests.

#### 4. USE OF ARTIFICIAL INTELLIGENCE

4.1. Adoption of the AI Code of Ethics: In accordance with [Chapter 219 of the Texas Administrative Code](#), UHS adopts the AI Code of Ethics and will follow its ethical principles in the procurement, development, deployment, and use of AI Systems.

4.2. Training: AI training for certain employees and officials will be performed annually.

4.3. AI Risk Officer: Each System university shall designate an AI Risk Officer responsible for maintaining and publishing a list of University approved AI Systems and ensuring that University approval processes for AI Systems to comply with applicable state and federal guidelines including [Chapter 219 of the Texas Administrative Code](#). It is the responsibility of University departments to disclose AI Systems or applications with embedded AI Systems for business purposes to the AI Risk Officer. The AI Risk Officer shall be immediately notified if an AI System makes or supports an unfair consequential decision, including one that results in a potential violation of applicable law.

4.4. Human Oversight and Control: AI Systems shall be deployed and used in a manner that enables appropriate human oversight and intervention throughout the AI System lifecycle. Human oversight shall be reasonably commensurate with the level of risk posed by the AI System. AI Systems must be capable of being paused, restricted, or disabled when inaccurate, harmful, or unintended outcomes are identified, until such issues are investigated and remediated.

Acquiring AI Systems/Software for University Business (inclusive of complementary AI Systems): All AI Systems or products with embedded AI functions must be reviewed and approved for compliance with security and privacy before adoption for University business whether purchased or provided for free. The AI Risk Officer will publish the approval process and a list of previously approved applications and their acceptable use on the institutional web site. Prior to the development, procurement, deployment, or use of any Heightened Scrutiny AI System—and at the time of any material modification—the AI Risk Officer shall conduct a written AI risk assessment. Deployment of a Heightened Scrutiny AI System may proceed only upon approval by the AI Risk Officer, with notification to the appropriate executive leadership or designee.

4.5. Academic and Research Use: Faculty should use AI Systems for academic purposes in an ethical, safe, and responsible manner, aligning with the University's values

and principles and in compliance with rules and practices established in the [Faculty Handbook](#), as well as applicable laws, rules, and regulations.

- 4.6. Syllabus Statement: Given the wide range of learning goals in the UH System, individual instructors have flexibility to specify acceptable use of AI Systems with regard to their specific courses or course content as long as such applications do not violate University policies, student codes of conduct, or applicable laws, rules, and regulations. Faculty should specify the acceptable student use of AI Systems in their syllabus for their specific class/classes.
- 4.7. Student Use of AI: Student use of AI should be in accordance with [Academic Integrity policies](#). Unless otherwise specified by the instructor, it is a violation of the Academic Integrity provision of the student code of conduct to use Generative AI to create all or part of an assignment.
- 4.8. Student Uploading of Course Content to AI Systems – Uploading course content including text, video, readings, or class recordings in AI Systems is prohibited unless specifically authorized by the instructor.
- 4.9. Data Protection and Preserving Confidentiality: The use of Level 1 data (including student education records subject to FERPA) in AI Systems must comply with data protection requirements outlined in [SAM 07.A.08, Data Classification and Protection](#) and the AI Systems must be approved for that purpose.
- 4.10. Avoiding Intellectual Property Issues: Use of AI with Intellectual Property should comply with [SAM 01.E.01](#), Office of Technology Transfer and Innovation and [SAM 01.D.03](#) Trademark Management and the AI Systems must be approved for that purpose.
- 4.11. Prohibition Against Malicious Content Creation and Uses: The use of Generative AI Systems for creating harmful content, such as deepfakes, malware or viruses that might have potential circumvention of security control measures, or misrepresentation or disinformation, is strictly forbidden.
- 4.12. Fraudulent or Illegal Activities: AI Systems must not be used for activities that are illegal, fraudulent, or violate any state or federal laws.
- 4.13. Validating Accuracy: Users should verify the accuracy of information produced by AI Systems before relying on them. Users should not depend solely on AI Systems without verifying the accuracy of the output from secondary sources.
- 4.14. Transparency in Usage and Disclosure: Users employing Generative AI for generating work products without human review and validation of content should disclose that it was created with AI.
- 4.15. Opting Out: Some Generative AI Systems will add uploaded content to AI training material, making it available to other users without limitation. Where the option is

offered, UHS users should opt out of permitting AI to use uploaded content for training AI Systems.

4.16. AI Transcription Services: Only University approved AI Systems with which UHS has a contractual agreement that includes data privacy and security conditions may be used to transcribe meetings where University business is discussed.

4.17. Use of AI in Official Marketing and Communications: All use of AI Systems in official marketing and communications must follow UHS [guidelines](#), which outline acceptable and prohibited uses and disclosure practices.

5. REFERENCES AND RELATED STATUTES, POLICIES, RESOURCES OR REQUIREMENTS

[Texas Administrative Code Chapter 219](#)

[UH Faculty Handbook](#)

[UH Academic Honesty Policy](#)

[SAM 01.E.01 – Office of Technology Transfer and Innovation](#)

[SAM 01.D.03 – Trademark Management](#)

[AI Guidelines for UH System Universities Marketing and Communications](#)

6. REVIEW AND RESPONSIBILITY

Responsible Party: Senior Associate Vice Chancellor for Information Technology

Review: Every five years

7. APPROVAL

Approved: \_\_\_\_\_  
Senior Vice Chancellor for Administration and Finance

\_\_\_\_\_  
Chancellor

Date: \_\_\_\_\_