

AI Use Quick Reference Guide

Palo Alto University (PAU)

This guide provides a quick reference for the appropriate use of Artificial Intelligence (AI) at PAU. All users are responsible for protecting institutional data and complying with university policies when using AI tools.

Know Your AI Tools

- **Approved AI Tools**
 - Reviewed and authorized by PAU IT and Security
 - May be used with institutional data (as appropriate)
- **Public AI Tools** (e.g., ChatGPT, Claude, – free or personal versions)
 - Not approved by PAU
 - **Do not use with sensitive or institutional data**

What You CAN Do (Low Risk Use)

You may use AI tools (including Public AI Tools) for:

- Drafting general communications (no sensitive data)
- Brainstorming ideas or outlines
- Summarizing publicly available information
- Editing or improving writing
- Learning or research assistance (non-sensitive content only)

Use WITH CAUTION (Moderate Risk)

Use **Approved AI Tools only** and apply judgment:

- Internal documents or operational content
- Administrative workflows or process support
- Research preparation (non-sensitive data)

- ✓ Always review and validate AI outputs before use
- ✓ Apply **data minimization** (only share what is necessary)

PROHIBITED Uses (High Risk)

You must **NOT** use AI tools (especially Public AI Tools) for:

- Student data (FERPA)
- Health or clinical data (HIPAA)
- Financial or financial aid data (GLBA)
- Personally identifiable information (PII)
- Confidential institutional or research data

You must **NOT**:

- Enter private or restricted data into Public AI Tools
- Use AI to generate false, misleading, or fraudulent information
- Rely on AI outputs without human review
- Use non-approved AI tools for institutional workflows or decision-making

Always Apply These Principles

- **Protect Data** – AI use does not change data security requirements
- **Human Oversight** – You are responsible for all AI-assisted outputs. This includes students and trainees, including in clinical or supervised settings — see Clinical and Supervisory Use of AI.
- **Transparency** – Disclose AI use when it materially impacts work
- **Integrity** – Do not use AI to misrepresent work or outcomes

When in Doubt

Ask yourself:

- Does this involve private or restricted data?
- Is this tool approved by PAU?
- Would I be comfortable sharing this information publicly?

If unsure:

→ **Do not proceed** and contact IT or your supervisor

Need Help or Approval?

- **IT / Information Security:** AI tools, risk, and approvals
- **Provost's Office:** Academic use and guidance
- **People Operations:** Staff-related use
- **IRB:** Research involving human subjects

Key Rule to Remember

If the data is private or restricted, do not use Public AI tools.