MAKE SURE TO:

UNDERSTAND THE SOFTWARE
Know the limitations, security and privacy policies, and pricing of any generative AI software you use.

FOLLOW UNIVERSITY GUIDELINES
Always refer to the University’s data privacy and appropriate use policies.

USE AI AS A TOOL
Acknowledge what GenAI can and can’t do, using it to supplement, not replace, human work.

SEEK GUIDANCE
Ask your department CSR or OIT representative for clarification on AI usage.

PRIORITIZE ACCURACY
Take time to understand how GenAI works, and practice with small projects. Avoid large-scale, customer-facing services.

STAY INFORMED
Keep up to date with guidelines and updates communicated by campus leadership.

PLEASE DO NOT:

VIOLATE PRIVACY REGULATIONS
Don’t enter Nonpublic Institutional Data into GenAI services.

RELY SOLELY ON AI
Always cross-check AI-generated results to make sure they are accurate and appropriate.

SHARE NONPUBLIC INSTITUTIONAL DATA
Don’t share data with any GenAI service without a business contract to ensure data privacy. The University does not currently have any contracts with GenAI vendors.

EXPOSE SENSITIVE DATA
Don’t enter Nonpublic Institutional Data into a GenAI service. Refer to BYU’s Data Use, Privacy, and Security Policy.