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## Safe use of AI Tools in a university environment

Rouleau-Dick, Michel; Eriksson, Lise; Nordman, Anna-Maria; Wennström, Jan; Kang, Dionysia; Karinen, Matti; Filippou, Kalypso ; Popescu, Victor

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# Safe use of AI Tools in a University Environment

Michel Rouleau-Dick, with the collaboration of Lise Eriksson, Anna-Maria Nordman, Jan Wennström, Dionysia Kang, Matti Karinen, Kalypso Filippou, Victor Popescu. For information, please get in touch with [mrouleau@abo.fi](mailto:mrouleau@abo.fi). Adapted and expanded from Aleksandr Tiulkanov, 2023, <https://shorturl.at/LRW29>

Start

Can the AI Tool be used in compliance with **GDPR** rules, agreements concerning the purpose and use of the data, or with the appropriate level of safety required for handling the data in question?

N.B. Any publicly available AI model which retains data in a manner that it can later be retrieved is not compliant with GDPR rules.

Does the planned use of the AI Tool involve the processing of data that is:

- Subject to **GDPR** compliance
- Subject to agreements concerning the use/processing of the data
- Sensitive
- Subject to non-disclosure
- Proprietary and/or copyrighted

Yes

No

No

Yes

Any use of AI Tools in grading or decision-making is prohibited.

Does it matter if the output is accurate/true?

Unsafe to use AI Tool

Safe to use AI Tool

No

Yes

Possible to use AI Tool, with heightened attention to inaccuracies and AI-Generated hallucinations.

Are you able and willing to take full responsibility for possible inaccuracies?

Do you have expertise to verify that the output is accurate?

Yes

No

Yes

No

Unsafe to use AI Tool

## AI Terminology 101

**AI Model:** the "engine" that powers the AI tool. Models are computational frameworks trained on data to make predictions or decisions without being explicitly programmed for the task. Popular models include Llama, GPT3.5, GPT4, Whisper, etc.

**AI Tool:** A software or platform that is built around one or more AI models to do specific tasks or sets of tasks. AI tools simplify or enable access to AI models. Typically, AI tools are responsible for hosting the AI model(s) and providing the processing power needed for them to function, unless the model/tool is run exclusively locally.

**Running a model/tool locally:** when an AI model is run exclusively on the user's computer. In theory, this means that the AI model/tool can be run offline without any data being sent to the cloud or to external servers.

**Output:** the text or content produced by an AI model/tool.

