ARTIFICIAL INTELLIGENCE POLICY MANUAL

2025 EDITION

University of La Salette, Inc.
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PREFACE

As we continue to respond to the changing needs of education and society, the University of La Salette remains steadfast in its mission to form transformative leaders who are competent, compassionate, and committed to service. In this time of rapid digital transformation, particularly the increasing presence of artificial intelligence (AI) and digital tools in education and institutional life, we recognize both its benefits and challenges. We are called to respond not merely with adaptation, but with discernment, wisdom, and a deep sense of responsibility. This *AI Policy Manual* was developed to guide our academic community in the ethical and responsible use of AI in alignment with the University's Philosophy, Vision, Mission, Goals, and Objectives (PVMGO). It seeks to ensure that AI tools are used thoughtfully in ways that enhance academic integrity, promote learner development, and reflect our shared commitment to forming individuals who can respond to contemporary challenges with wisdom and compassion.

This policy manual reflects our collective responsibility to shape education that is human-centered and morally guided, firmly grounded in the University's core values of**:**

Faith, anchoring our actions in trust in God and the dignity of every person;

Integrity, guiding us toward honesty, transparency, and ethical use of knowledge;

Reconciliation, inspiring us to build healing relationships and communities;

Excellence, calling us to pursue innovation with quality and purpose; and

Solidarity, compelling us to use technology for the greater good of all.

Finally, this manual is not merely a policy document; it is an expression of the University's desire to form a community of learners and educators who approach the digital age with purpose, conscience, and compassion. Let this be our shared commitment to harness technology in the service of truth.

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I. RATIONALE

The exponential growth of Artificial Intelligence (AI) tools in education, communication, research, and administration unveils both great opportunities and serious ethical challenges. As AI technologies become increasingly accessible and integrated into everyday academic life, from automated writing assistance and data analysis to decision-making systems, there is a crucial need for institutions to establish clear, responsible, and values-based guidelines for their use.

The University of La Salette, Inc., guided by its Catholic identity and commitment to holistic, value-laden education, recognizes the transformative potential of Artificial Intelligence (AI) in advancing learning, research, administration, and outreach. But while AI can enhance learning and operational efficiency, its uncritical or unethical use poses risks to academic integrity, data privacy, authentic learning, and the dignity of the human person. Without a guiding framework, students, faculty, and staff may unintentionally compromise institutional standards or fall short of our shared educational and moral responsibilities.

This ULS AI Policy Manual is therefore a timely and forward-thinking response to provide a framework for the ethical, effective, and purposeful integration of AI across the University.

Objectives

This ULS AI Policy Manual aims to:

1. Ensure responsible and ethical use of AI in all academic, research, and administrative functions within the University of La Salette, Inc.

2. Provide clear and consistent guidelines on the ethical, responsible, and contextually appropriate use of AI across academic and administrative settings;

3. Support faculty and staff in integrating AI in ways that enhance pedagogy, productivity, and institutional efficiency, while upholding professional and moral standards.
4. Encourage innovation and lifelong learning by equipping the ULS academic community to adapt meaningfully to emerging technologies without compromising the institution's Catholic identity and values.
5. Safeguard data privacy and intellectual property, ensuring that all use of AI complies with ethical and legal standards, including the Data Privacy Act of 2012 (RA 10173).

6. Protect the institution from potential misuse of technology that may affect reputational, legal, or operational concerns.

7. Foster alignment with institutional values and graduate outcomes, ensuring that AI use contributes to the formation of Salettinian professionals who are transformative leaders, research-oriented, industry competent, reconciliatory, ICT-proficient, and holistic individuals.

In alignment with the University's Philosophy, Vision, Mission, Goals, and Objectives (PVMGO), this policy safeguards our commitment to forming transformative leaders, reconcilers, ICT-proficient, communication-competent, holistic, industry-competent, research-oriented, and critical-thinking graduates. It also upholds our Core Values of *Faith, Integrity, Reconciliation, Excellence,* and *Solidarity*, ensuring that technology serves, not undermines, our educational purpose and Catholic identity.

By adopting this policy, the University of La Salette affirms its responsibility to lead the academic community in using emerging

technologies with wisdom, integrity, and sensitivity consistent with our mission to educate in truth, faith, and service.

II. POLICY STATEMENT

The University of La Salette, Inc. embraces Artificial Intelligence (AI) as a valuable tool for advancing its mission to form transformative leaders and reconcilers who are holistic, industry-competent, research-oriented, critical thinkers, and ICT- and communication proficient. In harmony with our Vision of excellence in Christian, Catholic, and Salettinian education and our core values of Faith, Integrity, Reconciliation, Excellence, and Solidarity, AI shall be used to support innovation, enhance learning, and improve institutional operations, always guided by ethical, responsible, and human-centered principles. Further, any AI tools shall be used to complement, not replace, human judgment and agency. In all its applications, AI must support the University's educational thrust, evangelizing mission, and the dignity of the human person.

This policy promotes the responsible use of AI in teaching, research, operations, and social engagement, in alignment with national laws and Salettinian values. Hence, the use of AI within the University is governed by the following commitments:

Faith and Ethical Responsibility. AI applications must reflect Gospel values, respect human dignity, and avoid uses that compromise moral or ethical standards.

Integrity in Academic and Professional Work. All AI-assisted outputs must be transparently acknowledged, properly cited when applicable, and must not constitute plagiarism, data fabrication, contract cheating, or any form of academic dishonesty.

Human Oversight and Judgment. AI shall serve as a complement to human intelligence, never a substitute for informed decision-making, academic assessment, or discerning how one should respond in a particular situation.

Reconciliation and Inclusivity. AI use should promote harmony, equity, and non-discrimination, ensuring accessibility for all members of the Salettinian community.

Excellence through Responsible Innovation. Faculty, staff, and students are encouraged to explore AI in ways that enhance creativity, critical thinking, and problem-solving, aligned with the University's pursuit of quality education and research.

Solidarity in Learning and Development. The University shall provide training, capacity-building programs, and collaborative opportunities to ensure that AI literacy is shared and accessible across disciplines.

Data Privacy and Security. All AI tools and platforms must comply with the Data Privacy Act of 2012 (RA 10173), CHED regulations, and institutional policies on data protection, confidentiality, and cybersecurity.

The University of La Salette, Inc. will implement monitoring, evaluation, and policy review mechanisms to ensure AI use remains consistent with our PVMGO, core values, and graduate attributes. Any misuse of AI, whether academic, ethical, or legal in nature, will be subject to disciplinary action under existing University policies. Through this policy, the University of La Salette reaffirms its role in shaping graduates who are faith-driven, ethically grounded, technologically proficient, and capable of leading in an AI-driven, globally connected world.

III. ALIGNMENT WITH UNIVERSITY PVMGO AND GRADUATE OUTCOMES

AI integration in the University shall:

1. Uphold Gospel-centered values, promoting ethical decision-making.
2. Strengthen critical, creative, and reflective thinking.
3. Advance innovation for human and societal development.

4. Promote inclusive, equitable, and quality education.
5. Develop lifelong learners and adaptive servant leaders.

This policy contributes to the formation of Salettinian graduates who are:

Transformative leaders who initiate positive and values-driven change in society;

Research-oriented graduates who contribute meaningfully to knowledge creation and application for social transformation;

Industry-competent professionals who meet the demands of the modern workplace with skill and integrity;

Reconcilers who foster unity, peace, and social justice;

ICT-proficient and communication-competent individuals who responsibly use information and communication technologies and express ideas clearly, ethically, and effectively;

Critical thinkers who analyze issues with depth, logic, and moral discernment; and

Holistic individuals who grow intellectually, emotionally, spiritually, and socially;

IV. GUIDING PRINCIPLES

This ULS AI Policy Manual is guided by the following ethical principles :

1. *Faith and Moral Responsibility.* AI must serve human dignity and Catholic moral teachings.

2. *Academic Integrity.* AI must not compromise honesty or originality in academic work.
3. *Transparency and Fairness.* Users must understand AI systems and avoid biased or unjust applications.
4. *Respect for Data and Privacy.* AI systems must protect personal data and follow RA 10173.
5. *Relevance and Service.* AI should be used to solve real problems, particularly
   in marginalized communities.

V. SCOPE AND APPLICATION

This policy applies to:

1. All University personnel (faculty, administrators, staff)
2. All enrolled students (from college to graduate levels)
3. All University research initiatives
4. All institutional partnerships and external collaborators using AI technologies

VI. GUIDELINES TO ENSURE RESPONSIBLE USE OF AI

Responsible use of AI at the University of La Salette is encouraged for instruction, research, administration, and extension. This policy establishes four (4) levels of acceptable AI use: Responsible Use, Regulated Use, Unacceptable Use, and High-Risk Use. These levels ensure that while the University maximizes the benefits of AI, it safeguards against risks to academic honesty, data privacy, inclusivity, and institutional reputation. All students, faculty, and staff are expected to adhere to these guidelines, disclose AI use when required, and exercise sound judgment in applying AI to their academic and professional work.

A. Levels of Acceptable AI Use

Level 1. Responsible Use (Fully Acceptable)

Permitted and encouraged when AI supports learning, research, and productivity without compromising integrity.

1. Using AI for grammar checking, language refinement, and formatting.
2. Employing AI for brainstorming, idea generation, or outlines (with proper acknowledgment).
3. Leveraging AI for data organization, coding assistance, or simulations in research.
4. Utilizing AI-driven accessibility tools to support diverse learners.
5. Applying AI for administrative efficiency

Level 2: Regulated Use (Conditionally Acceptable)

Permitted only with transparency, acknowledgment, and human oversight.

1. Submitting academic or research work with AI assistance must include disclosure (e.g., "This work used AI for draft generation/language editing").
2. Using AI to analyze or summarize sources is acceptable only if original sources are still cited properly.
3. AI use in assessments is allowed only when authorized by the faculty and aligned with learning outcomes.
4. AI-assisted research analysis (e.g., qualitative coding, data modeling) must undergo ethical and technical review.

Level 3: Unacceptable Use (Prohibited)

AI use that undermines academic integrity, fairness, or ethics.

1. Submitting AI-generated content (essays, research papers, theses) as one's own work without acknowledgment.
2. Using AI to fabricate or falsify data, references, or research findings.
3. Employing AI for cheating in exams, assignments, or plagiarism.
4. Relying on AI grading or evaluation without human verification.
5. Using AI tools that violate privacy, spread misinformation, or exhibit harmful bias.

Level 4: High-Risk Use (Strictly Restricted/Needs Approval)

Requires prior clearance from the Research Ethics Committee (REC) and Technical Panel.

1. AI use in research involving sensitive personal data, vulnerable groups (e.g., children, PWDs), or public-facing outputs.
2. Deployment of AI-driven decision-making systems (e.g., admissions, grading, discipline) without human moderation.

3. Experimental AI tools or untested technologies in classroom or administrative settings.
4. Industry or community-based AI projects linked to institutional reputation or partnerships.

B. Acknowledging the Use of AI

When AI is used in any capacity, acknowledgement, honesty, and ownership of its use must be applied for clarity and integrity. AI used in any work must be acknowledged in the same way that resources are referenced and cited.

Examples of acknowledging AI use:

- *I used Grammarly to check spelling and grammar in this work.*
- *I used generative AI to find points to counterargument my opinion.*
- *I used ChatGPT to generate lab ideas before choosing one to continue with.*
- *I used Google Voice Typing to transcribe my handwritten work.*
- *I had a conversation with an AI Bot to review my understanding of the topic prior to answering this question.*

C. Risks in Using Artificial Intelligence

The use of AI tools comes with risks that can be dangerous in terms of ethics or data sharing. In order to stay safe, it is important to be aware of the following points:

1. If you are ever unsure of the manner in which you are using AI and whether you are within the school's stated guidelines, you must always check with your teacher to avoid academic misconduct issues.
2. AI platforms are prone to making errors or fabricating untruths, especially when dealing with numbers, equations, and citing sources.

Ensure that all information collated from AI is fact-checked and verified through broader research approaches.
3. Many major AI platforms are trained by user input. Never input any personal details (phone numbers, addresses, email addresses, etc).

VII. ROLES AND RESPONSIBILITIES OF STAKEHOLDERS

1. *Faculty.* Guide students on ethical AI use and reflect AI policies in syllabi.

2. *Students.* Use AI tools with integrity, acknowledge, and critically evaluate outputs.

3. *Researchers.* Ensure transparency and ethical standards in AI-assisted research.

4. *Research Adviser.* Oversight the use of AI tools in the conduct of research to ensure that it conforms to the university's ethical standards.

5. *Technical Panel.* Ensure that AI systems are technically sound, secure, and pedagogically appropriate, complementing the REC's role in ethical oversight.

6. *Research Ethics Committee.* Evaluate whether AI applications achieve their intended educational or research goals without compromising ethics.

7. *Educational Management Information System.* Appraise, verify, or check for accuracy, authenticity, and suitability of the AI tools used; and ensure compliance with data privacy and cybersecurity.

8. *Vice President for Academic Affairs.* Coordinate capacity building and implementation oversight.

9. *Community Extension.* Promote AI in community programs with local relevance.

VIII. AI EDUCATION AND FORMATION

To ensure that the use of AI is anchored on the university's philosophy, vision, mission, goals, and core values, ULS shall offer:

1. AI literacy sessions for all students and faculty
2. Workshops on AI-assisted tools and critical evaluation
3. Integration of AI ethics and digital responsibility into the curriculum
4. Formation programs to cultivate responsible digital citizenship

IX. SANCTIONS AND ENFORCEMENT OF THE AI ACCEPTABLE USE POLICY

All members of the University of La Salette community are expected to comply with the Acceptable Use of AI Policy.

Violations of the provisions outlined in Levels 3 (Unacceptable Use) and Level 4 (High-Risk Use without clearance) will be subject to disciplinary action in accordance with existing University policies and relevant national laws .

A. Sanctions

Depending on the gravity and frequency of the violation, sanctions may include but are not limited to:

1. **For Students**

    1.1. Written warning and counseling on responsible AI use
    1.2.   Deduction of grades or invalidation of academic output

1.3. Failure in the course or disqualification of thesis/research work
1.4. Suspension or expulsion for repeated or severe violations

2. **For Faculty and Staff**

   2.1. Written reprimand or formal warning
   2.2. Invalidation of research or administrative output found to involve unethical AI use
   2.3. Suspension of teaching/research privileges
   2.4. Administrative sanctions up to termination, subject to due process

3. **For Research Activities**

   3.1. Revocation of research clearance/approval from the Research Ethics Committee (REC)
   3.2. Disqualification from presenting or publishing research under the University's name
   3.3. Reporting of violations to funding agencies, partner institutions, or accrediting bodies, if applicable

   ## B. Enforcement

1. The Research Ethics Committee (REC) and the Technical Panel on AI shall jointly oversee compliance with this policy, conduct investigations, and recommend appropriate sanctions.
2. Appeals may be lodged through the University's standard grievance and appeals procedures.

X. REVIEW AND REVISIONS

The University reserves the right to update this policy as needed in response to emerging AI technologies, ethical standards, and regulatory requirements.

REFERENCES

Araz Taeihagh (2021): Governance of artificial intelligence, Policy and Society, DOI: 10.1080/14494035.2021.1928377

Data Privacy Act of 2012" or "DPA" refers to Republic Act No. 10173

CHED Memorandum Order No. 15, series 2019

ULS Institutional Graduate Outcomes

ULS PVMGO

UNESCO Recommendation on the Ethics of Artificial Intelligence (2021)

OpenAI. (2023). ChatGPT (Mar 14 version) [Large language model]. https://chat.openai.com/

UNIVERSITY OF LA SALETTE, INC.

Declaration Form on the Use of Artificial Intelligence (AI) in Academic Work

STUDENT NAME: _____

STUDENT NUMBER: _____

COURSE/YEAR: _____

SUBJECT/COURSE CODE: _____

FACULTY-IN-CHARGE: _____

TITLE OF ASSIGNMENT/OUTPUT: _____

DATE SUBMITTED: _____

DECLARATION

In line with the University of La Salette's commitment to ethical scholarship, I declare the following:

☐ I used Artificial Intelligence tools (e.g., ChatGPT, Grammarly, Quillbot, AI image generators, Agnes AI, etc.) in completing this assignment.

☐ I did not use any AI tools in the creation or revision of this assignment/project/research paper.

If AI tools were used, please complete the section below:

Tool Used	Purpose of Use	Extent of Use (Check)
		☐ Idea generation
		☐ Language support
		☐ Draft refinement

		☐ Referencing assistance
		☐ Others: _____

NOTE:

Any content substantially produced or influenced by AI has been properly reviewed, edited, and acknowledged. I understand that overreliance or undisclosed use of AI may constitute academic dishonesty.

AFFIRMATION

I affirm that this submission represents my own learning and intellectual effort. I acknowledge the appropriate use of AI tools and declare that no part of this work is plagiarized, falsified, or submitted in violation of academic integrity standards.

I understand that failure to disclose AI use, or misrepresentation of AI involvement, may result in academic sanctions as stipulated in the Student Handbook.

Signature: _____

Date: _____

Appendix B

AI Tool Evaluation Checklist

I. GENERAL INFORMATION

AI Tool Name	
Developer/Provider	
Version/Date	
Intended Use	☐ *Teaching* ☐ *Research* ☐ *Admin* ☐ *Other: pls specify:* _____

II. EVALUATION CRITERIA

Check (✔) or write **N/A** (Not Applicable). Use comments as needed.

1. Purpose and Alignment

Criteria	✔ / N/A	Comments
a. Aligns with the University's educational, research, or service objectives		
b. Supports PVMGO and/or graduate outcomes		

2. Ethical Use and Integrity

Criteria	✔ / N/A	Comments
a. Promotes academic honesty and discourages plagiarism		
b. Allows for transparency in how AI-generated outputs are created		

c. Avoids manipulation, deep fakes, or deceptive outputs		
d. Enables user control over the level of AI intervention		

3. Data Privacy and Security

Criteria	✔ / N/A	Comments
a. Complies with RA 10173 (Data Privacy Act of 2012)		
b. Does not collect excessive personal or sensitive data		
c. Clearly states terms of use and data handling policies.		
d. Provides user opt-in/opt-out for data collection		

4. Fairness and Bias

Criteria	✔ / N/A	Comments
a. Includes measures to detect or prevent algorithmic bias		
b. Promotes inclusive language and avoids stereotypes		
c. Can be used equitably across diverse learners and populations		

5. Usability and Accessibility

Criteria	✔ / N/A	Comments

	✓ / N/A	Comments
a. User-friendly interface, appropriate for target users		
b. Provides accessible formats for persons with disabilities		
c. Has clear instructions or training resources		

6. Cost and Licensing

Criteria	✓ / N/A	Comments
a. The tool is free or affordable for educational use.		
b. Licensing terms are compatible with institutional policies.		
c. No hidden costs or exploitative subscription traps		

III. OVERALL RATING

Category	Rating (1–5)	Comments / Action Plan
a. Alignment with Values		
b. Ethical Considerations		
c. Data Security & Privacy		
d. Equity and Accessibility		
e. Cost-Effectiveness		
TOTAL / RECOMMENDATION	☐ Recommend Use ☐ With Revisions ☐ Do Not Use	

IV. EVALUATED BY

Name	
Department/Unit	
Position/Designation	
Signature	
Date of Evaluation	

Appendix C

Sample Citation for AI-generated Content

University of La Salette Citation Guidelines for AI Tools

To promote transparency and uphold academic integrity, students and faculty must clearly acknowledge any use of AI-generated content in academic, research, or administrative work.

Below are accepted citation formats using standard academic styles:

1. **APA Style (7th Edition)**
   a. *Reference List Entry:*

      OpenAI. (2023). ChatGPT (Mar 14 version) [Large language model]. https://chat.openai.com/

   b. *In-text Citation:*
      (OpenAI, 2023)

   c. *Example Statement in Text:*
      "This draft was reviewed and partially generated using ChatGPT (OpenAI, 2023) to organize initial concepts."

2. **MLA Style (9th Edition)**
   a. *Works Cited Entry:*
      OpenAI. ChatGPT. OpenAI, Mar 14 2023, https://chat.openai.com/.

   b. *In-text Citation:*
      (OpenAI)

    c. Example Statement in Text:
    "Some of the ideas presented were developed with the help of ChatGPT (OpenAI)."

3. Chicago Style (17th Edition)

    a. Bibliography Entry:
    OpenAI. 2023. ChatGPT (Mar 14 version).
    https://chat.openai.com/.

    b. Footnote/Endnote Example:

    OpenAI, ChatGPT (Mar 14 version),
    https://chat.openai.com/.

    c. Example Statement in Text:
    "The summary section was drafted using ideas developed with the assistance of ChatGPT. See ------ for reference."

Important Notes:

1. Always disclose AI involvement in the methodology or acknowledgments if used for idea generation, drafting, or summarization.
2. AI cannot be listed as an author in scholarly work.
3. AI output must be reviewed, verified, and refined by the user to ensure accuracy and alignment with academic standards.