

July 27, 2023

### 1. Points to Consider When Entering Data

When utilizing artificial intelligence to enter information, it is crucial to differentiate between data that should not be inputted and data that requires the authorization of the owner. Furthermore, in the case of (2) below, if it is not possible to obtain consent from the rightful third party, inputting data will be prohibited.

(1) Strict Prohibition on Entering Data into Generated AI

- ① Personal Information (Refer [here](#) for details on handling personal information.)
- ② Confidential University Information<sup>1</sup>

(2) Cautionary Items that Could Potentially Infringe on Third-Party Rights.

- ① Confidential Information Subject to Non-disclosure Agreements
- ② Data Copyrighted by Third Parties (e.g., Written Works)
- ③ Registered Trademarks or Designs Owned by Third Parties (e.g., Logos and Designs)
- ④ Photographs or Names of Well-Known Individuals
- ⑤ Any Other Information That May Pose a Risk of Infringing on Third-Party Rights

### 2. Guidelines for Caution When Utilizing Generated Outputs

When utilizing outputs generated by the AI, please thoroughly understand the following precautions:

- (1) There is a possibility of false information being included in the generated content.
- (2) The act of utilizing the generated content may potentially infringe on someone's existing rights.
  - ① Copyright infringement
  - ② Trademark and design rights infringement
  - ③ False personal information, defamation, etc.
- (3) There is a possibility that no copyright arises for the generated content.
- (4) There is a possibility that the generated content cannot be used for commercial purposes.
- (5) As per the policies of the AI, there may be restrictions on the usage of the generated content.

Please be advised that the aforementioned factors are still relevant, even if consent has been granted to refrain from training the AI on input data or if modifications have been made to prevent storing conversation histories (such as similar configurations). Additionally, the connection between the AI and copyrights or industrial property rights may experience alterations in the future.

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<sup>1</sup> Confidential information pertains to data managed as secret documents or information handled in the course of duties, including content acquired in business or research know-how, with the assumption that it is not immediately intended for public disclosure.

Please stay updated on information from different ministries and organizations, as well as news reports. For more comprehensive details, consult the 'Guideline for Utilization of Generative AI' released by the Japan Deep Learning Association.

## Considerations for the Utilization of Generated AI by Faculty and Staff at Saitama University (Education-related)

While guidelines for the use of generated AI during learning have been communicated<sup>2</sup> to students, it is equally important for educators to be aware of key points. In addition to the content outlined in the basic guidelines, the following considerations are provided for utilizing generated AI in educational settings. Please review the details below.

### 1. Clear Instructions to Students

Students are required to follow the instructions of instructors regarding the utilization of generated AI during the creation of reports and assignments. When assigning tasks such as report creation, please provide clear directives on whether the use of generated AI is allowed or prohibited. If penalties<sup>3</sup> are to be enforced for non-compliance, clearly communicate this. Furthermore, when permitting the use of generated AI, it is recommended to specify the type of generated AI employed and the particular sections where it was utilized.

### 2. Identification of Generated AI Utilization

A practical issue arises when verifying whether reports submitted by students have incorporated generated AI. While [tools](#) exist to identify whether a text was authored by a generated AI, their reliability is not absolute. Recognizing student modifications to the output of generated AI can be challenging, and even if these tools raise suspicions about the use of generated AI, confirming its utilization definitively is considered difficult. Hence, please also consider the following preventive measures.

### 3. Measures for Addressing Generated AI Usage

Educators must have a comprehensive understanding of the capabilities and limitations of AI-generated tasks in the ever-changing field of education. Apart from increasing consciousness, it is crucial to develop original methods for creating, delivering, and assessing assignments. Here are some instances of precautionary measures for your consideration. Teachers are urged to assess and determine the most suitable approaches that align with their course material.

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<sup>2</sup> [The notification dated July 5, 2023, titled "Saitama University Education and Research Equipment No. 26: Regarding the Use of Generated AI in Learning."](#)

<sup>3</sup> Not considering assignments created using generated AI in the evaluation of grades when students use such AI against instructions.

#### (1) Implementation of Awareness<sup>4</sup>

- ① Communicate that using the output of generated AI for reports and similar tasks without personal engagement does not contribute to the student's own learning.
- ② Caution against utilizing the output of generated AI in reports, emphasizing the potential risks such as unintended copyright infringement or plagiarism.

#### (2) Innovative Assignment Presentation and Questioning Methods

- ① Verify the output by inputting assignments into the generated AI in advance.<sup>5</sup>
- ② Design report assignments as in-class tests rather than homework to be completed by the next session.
- ③ Explain and grade submitted reports in the classroom.
- ④ Incorporate a variety of assessments, including tests and oral exams, in the overall grading process, not solely relying on written materials like reports.

#### 4. Message to Convey to Students

Although AI technology can make tasks more efficient and improve learning outcomes, there are worries that its casual usage may impede the satisfaction and skill development that should come from tasks such as problem-solving, gathering data and literature, and creating written content. As a result, when instructing students on the use of AI, it is important to emphasize these concerns and guide them toward critical thinking and personal growth.

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<sup>4</sup> Incorporate and emphasize this awareness not only in assignment instructions but also explicitly state it in the syllabus. Reiterate during the initial class guidance and periodically.

<sup>5</sup> Keep in mind that the type of generated AI (paid or free) and the prompts (generation instructions) utilized can result in variations in the output content.

Considerations for the Use of Generated AI by Faculty and Staff at Saitama University  
(Research-related)

There may be instances where generated AI is utilized in research. In addition to the fundamental guidelines outlined below, please review the considerations when utilizing generated AI in research.

**1. Unintended Information Leakage**

The AI produced by the generator collects input content and utilizes it as learning data to generate output. However, caution should be exercised when inputting unpublished research data into the AI, as it may be stored on the server of the AI service provider and potentially shared with other users as output information.

**2. Confirmation of Academic Journal Publication Policies**

Some academic journals express a policy of not accepting papers that use text, figures, or images generated with AI. If you are considering submitting a paper, be sure to check the specific publication policies of academic journals.

**3. Awareness of Bias and Prejudice**

Generated AI learns from various data, and biases or prejudices present in that data may be reflected in the content it produces. Especially for socially sensitive topics or themes with diverse opinions, carefully evaluate whether the output content is appropriate. Additionally, please understand the possibility that the content you input may be used in the AI's learning process, and responses based on that learned content may be generated when others use the AI.

## Considerations for the Use of Generated AI by Faculty and Staff at Saitama University (Administrative Task-related)

There may be instances where generated AI is utilized in administrative tasks. In addition to the fundamental guidelines outlined below, please review the considerations when utilizing generated AI in administrative tasks.

### 1. Complete Non-utilization of Generated AI in Administrative Tasks is Not an Option

The utilization of AI-generated technology for a range of administrative responsibilities, such as creating documents, translating languages, and proposing ideas<sup>6</sup>, has the potential to enhance efficiency and increase productivity, ultimately improving the overall quality of work. While there are considerations like data security, recognizing the importance of incorporating generated AI into the digitalized society is a key aspect of IT literacy. Therefore, it is essential to possess fundamental knowledge and skills about AI generation and actively consider its implementation. However, if superiors restrict the use of AI for certain information due to its sensitive nature, it is imperative to comply with their decision. Moreover, for practical examples of implementing AI in administrative tasks, refer to [tips for improving efficiency](#).

### 2. Always Verify Generated Content

The information generated by AI may pose the issues outlined in Basic Guideline 2. Before releasing created text (such as issuing notifications, sending emails, or publishing on the web), ensure to thoroughly check for inappropriate expressions or errors in the content.

### 3. Be Mindful of Responsibility and Ethics

Despite using AI to assist with administrative tasks, the responsibility for the content and quality of the documents lies with the creator and approver. Thus, it is important to carefully review the documents and make necessary revisions or additions, rather than simply accepting the output of the AI. (Using excuses such as not understanding the content or avoiding responsibility because it was generated by AI is not acceptable.)

### 4. Exercise Caution Regarding Bias and Prejudice

Since AI is developed using a vast array of data, any biases or prejudices within that data can be mirrored in the resulting output. This is particularly important to consider when dealing with socially sensitive subjects or topics that have a wide range of opinions. It is essential to thoroughly assess whether the generated content is suitable in these cases. It is imperative to carry out verification and confirmation procedures on the generated information to avoid the dissemination

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<sup>6</sup> Effective for drafting emails or documents, modifying grammar, brainstorming, information gathering, and organizing arguments.

of false information or biased viewpoints.