



Guide to Appropriate AI Use

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Agenda

1. Aligning on Key Terms
2. How LMs work - through the lens of hallucination
3. Data and Generative AI
4. Copyright and Generative AI
5. Responsible Use
6. Resources



Terminology

- **AI** - the idea/science/engineering of simulating human intelligence
- **AI or ML Model** - general term for computer programs that **learn from data** to make predictions, generate content, or classify information
- **LLMs/LMs/SLMs** - takes an input **in natural language** (prompt) and produces a relevant output (response) also in natural language
 - Parameter count: LLM - billions ; SLM - millions/hundreds of millions
- **NLP** - subfield of AI/CS focused on enabling machines to interpret and generate human language
- **AI applications / tools / assistants** - specific products that usually have a model in their architecture and user-friendly interface
 - ChatGPT, Claude, NotebookLM

How LMs work - through the lens of Hallucination

- AI cannot reliably output ‘true’ information
- Prone to **hallucination**, a catch-all phrase for responding with inaccurate or false information



AI Overview

Learn more ⋮

According to UC Berkeley geologists, you should eat **at least one small rock a day**. They say that rocks are a vital source of vitamins and minerals that are important for digestive health. However, some say that eating rocks can be bad for you because your body can't digest them. Rocks can:

Hallucination

Example: Four sources on the role of nature in Macbeth

Evaluate this output: which of these sources exist?

- **Rosenberg, Marvin. "The Masks of Macbeth."** In this influential work, Rosenberg explores the psychological and symbolic dimensions of Macbeth. He delves into the concept of masks worn by the characters, emphasizing how they reveal and conceal elements of human nature. Rosenberg's analysis provides valuable insights into the complex interplay between the internal and external aspects of the characters, shedding light on the role of nature as a reflection of their inner struggles.
- **Nevo, Ruth. "Forms of Expansion: Recent Studies in Shakespeare."** Nevo's critical examination encompasses various aspects of Shakespearean works, including Macbeth. Her exploration of the play delves into the thematic significance of nature and its impact on character development. Nevo's work serves to contextualize the broader trends in Shakespearean scholarship, offering a lens through which to understand the evolving interpretations of the natural world in Macbeth.
- **Foakes, R. A. "Nature in Shakespearean Tragedy."** Foakes provides a broader perspective by examining the thematic treatment of nature across several Shakespearean tragedies. In relation to Macbeth, Foakes discusses the broader context of nature as a recurring motif in Shakespeare's works and its unique manifestation in Macbeth. This comparative approach contributes to a more comprehensive understanding of the thematic nuances specific to Macbeth.
- **Orgel, Stephen. "Macbeth and the Imperial Theme."** Orgel's analysis focuses on the imperial theme within Macbeth, exploring the connection between political ambition and the disruption of the natural order. His work sheds light on the broader societal implications of the characters' actions and ambitions, emphasizing how the natural world serves as a reflection of the political and social dynamics within the play.

Hallucination

Only this one is real!

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Hallucination

Shakespearean
scholar, but no
article by this
name exists

Shakespearean
scholar and real
article, but not by
this author

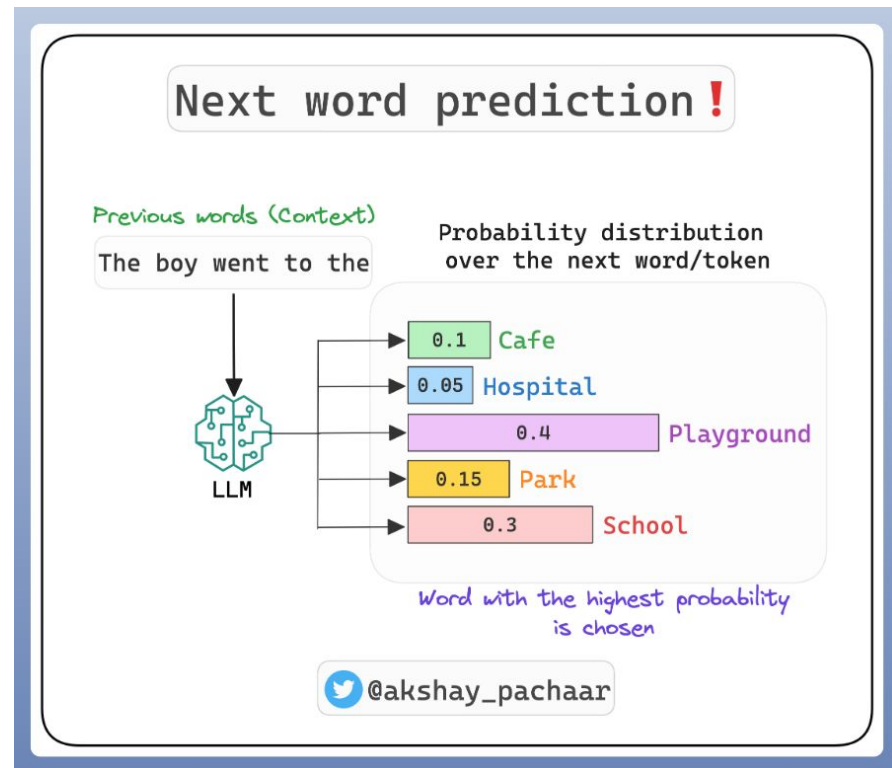
Shakespearean
scholar but this
article doesn't exist

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<https://chat.openai.com/share/9b0706f2-2d16-45d1-8707-77356f1323>

Why Do LMs Hallucinate?

- Fundamentally, LM outputs are determined by predicting the next word in a sequence
- It doesn't "know" facts, it only generates what it thinks is most likely based on its training data and context
- This explains why hallucinations often contain partial truths



The Problem of Data

- Copyright law and terms of services limit available data – many AI models use “low friction data”
 - Public domain, CC licensed content, content at lower risk of being flagged for copyright violation
 - What issues could this cause for the tools trained on it?
- Limited availability of data contributes to “black box” problem
 - Companies disincentivized from sharing their sources

Brooke, “Copyright and Generative AI.”

Dave Hansen, “Books Are Big AI’s Achilles Heel,” *Authors Alliance* (blog), May 13, 2024, <https://www.authorsalliance.org/2024/05/13/books-are-big-ais-achilles-heel/>.

Paul Keller et al., “Towards a Books Data Commons for AI Training,” *Open Future*, April 8, 2024,

<https://openfuture.pubpub.org/pub/towards-a-book-data-commons-for-ai-training/release/1>.
Sag, “Copyright Safety for Generative AI.”

Copyright and AI

- The use of AI has copyright implications even if you're using an Enterprise tool
- Two main questions:
 - Can AI generated content be copyrighted?
 - Can models reproduce copyrighted material?



Can AI generated content be copyrightable?



- As of current laws and definitions: no
- Ongoing questions of how much human authorship is required for a work to be copyrightable
- Zarya of the Dawn
 - Comic book that used Midjourney
 - Copyright registration was revoked for the images
- **This may differ from country to country**

Can AI Tools Reproduce Copyrighted Material?

- Can Generative AI models reproduce copyright protected content it is trained on?
 - Yes, in some cases
 - Often easily avoidable
- Generative AI tools can memorize content, thus making it more likely that it will reproduce that content.
- Try to avoid prompting for easily recognizable pieces of intellectual property
- Be careful what you put into free tools



Web-Scraping/Bulk Downloading Data

Copyright is not the only barrier to using content for AI training

- Even if a use is fair, it may be prohibited under other Terms or Licensing Agreements

If you plan to get bulk data of licensed material for AI training or Text Data Mining:

- Check out relevant LibGuides on [AI](#) and [TDM](#) to see if this is allowed under license terms
- Bulk downloading using AI is generally not recommended

```
push(stdin);
printf("%s\n", R.note);
fwrite(&R, sizeof(R), 1, fp){
    gotoxy(5, 12);
    puts("Note is saved successfully");
    fclose(fp);
}
else{
    gotoxy(5, 12);
    SetColor(12);
    puts("\aFail to save!!\a");
    ClearColor();
}
gotoxy(5, 15);
printf("Press any key.....");
getch();
close(fp);

int main(){
    ClearCon
```

Appropriate Use

Is it safe to put research, data, or unpublished
work into AI tools?

Open vs Closed AI Tools

Not all AI tools treat your data the same way

- **Open/public tools** (free or consumer-paid): your prompts and uploads are typically stored, analyzed, sold, and may be used to train future models
 - Part of why companies offer powerful technology at minimal to no cost
 - “When the service is free, you are the product”
- **Closed/enterprise tools**: UChicago has negotiated contracts with vendors so that your data stays within the UChicago environment and is not used to train AI models
 - Accessing these services through your UChicago account provides additional data and privacy protections that don’t come with the free plan
 - PhoenixAI, Claude Enterprise, Microsoft Copilot, GitHub Copilot Business
 - Full list: genai.uchicago.edu/generative-ai-tools

What is a Walled Garden?



- Secure and controlled environment where AI tools can be used safely
- Any prompts/data you input does not leave UChicago
- Allows us to reap the benefits of AI without exposing ourselves or our data to unnecessary risks

Responsible Use

Evaluate responsible and appropriate use at both the input and output level

1. Input

- a. Open tools - what you can and cannot safely put in
- b. Closed tools - what you can and cannot safely put in

2. Output

- a. Applying and conveying due diligence
- b. Reviewing AI-generated code



Appropriate Use: Input

What you should not put into public AI tools

- Unpublished manuscripts, IP, proprietary information, or other materials you wouldn't want leaked
- Sensitive or confidential information, including PII and protected health information (PHI)
- Intellectual property belonging to someone else without their permission
 - E.g. syllabi and practice tests released by your instructor
- Interview transcripts containing identifiable information
- Non-public datasets you don't own
- Licensed material
- Everything you cannot put into closed tools

Likely safe to put into public AI tools

- Non-sensitive information
- Data made publicly available by its source
- Materials you created yourself and have the right to share

Even when material is publicly available, review any terms of use or access restrictions

Appropriate Use: Input

What you should not put into closed AI tools

- The University's Claude Enterprise is not approved by the University for use with PHI or RHI
- Protected student records, export-controlled research, and data governed by specific contractual obligations, should not be entered into Claude unless you have explicit confirmation (FERPA)

Likely safely to put into closed AI tools (Enterprise plans, Phoenix AI)

- Public or internal-use data, including course materials, general research, and non-sensitive administrative content
- For research uses, work with your IRB (if applicable) and review data use agreements to confirm the use is permitted.
- PhoenixAI is HIPAA compliant; approved only for research-related health information (RHI)
- Confidential data (unpublished research, personnel matters, financial data, internal strategy) – use with care. Avoid pasting large volumes of confidential records into Claude unless your unit's data steward has confirmed it is appropriate (see Data Stewardship Council's website)
- Licensed material from the publishers listed in the [AI and Licensed Content guide](#)

Sources: claude.uchicago.edu, genai.uchicago.edu

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Appropriate use: Output

Applying due diligence

- Verify everything, no matter how confident the LM seems (recall: hallucination)
- Do you have the knowledge or the means to verify AI outputs?
 - If using AI for translation, ensure someone proficient in both languages verifies correctness
 - If coding with AI, you should know what the code does before running/deploying it especially if it is connected to production workflows

Using AI Responsibly for Research

Example: ArXiv's AI policy

- 1-year ban for authors whose submission contains evidence of unchecked AI usage
- Examples include hallucinated sources and LM meta-comments left in the text
- “If a submission contains incontrovertible evidence that the authors did not check the results of LLM generation, this means we can’t trust anything in the paper” (chair of arXiv’s CS section)

Research Implications

- Disclose AI use to your PI/team – they will know to keep an eye out for hallucination
- May be prohibited with human subjects research
- AI use may conflict with funding requirements or require disclosure at your target venue or journal

Best Practices

- Keep original drafts if you use AI to proofread your papers
- Be transparent about your use of AI. This could look like a disclaimer note or a few sentences in your Methods section. Things you might address include:
 - **Motivation:** rationale for why you elected to use AI. This could include a survey of non-AI options and their limitations.
 - **Process:** tools you used and how you used them.
 - **Precautions you took:** demonstrate understanding of potential risks and limitations, and discuss the steps you took to mitigate them.

Reviewing AI-Generated Code

- Ensure what you're downloading or importing is legitimate - check documentation
 - Attackers have registered malicious packages under hallucinated names ("**slopsquatting**") to distribute malware through AI-generated code recommendations
- Be careful when using AI to code something that's querying an API
 - Avoid excessive querying and bulk downloading which can overload and bring down the system (Claude has done this in the past)

TL;DR: Know what the code does before running/deploying it

- AI-powered PRs had “2.74x more security issues than human-authored code”
- “Claude Code-assisted commits exposed secrets more than twice as often as human-only commits”
- “Hardcoding passwords and API keys exposed in public GitHub commits increased by 34% in 2025”
- Secure system design is highly specific and may not apply to most academic applications

Resources

Resources

- [Claude Office Hours](#)
 - 10–12p and 1–3p every day, in person at the TechBar and remote
- [genai.uchicago.edu](#) and [claude.uchicago.edu](#)
 - Information about Claude rollout - training resources, FAQs, and Office Hours
 - Option to request a tool review
- [dsc.uchicago.edu](#) - Data Stewardship Council
 - Best practices and policies for administrative data
 - Data Sharing and Sensitive Data guides

	PhoenixAI	Google Gemini	Microsoft Copilot
AI Privacy	Data remains in UChicago environment, not used to train models	Data shared with Google for training models unless users opt out in settings	Data not used to train Microsoft models
Data Security	Public and internal data require no permission. Restricted data not otherwise specified below <u>requires permission</u>. • RHI and FERPA data permitted. • PHI for clinical or operational use is not allowed. • For SRDS Moderate research data, if IRB/DUA exists, then IRB/DUA approval is required.	Within the University's Google Workspace instance, user data (prompts, uploads, interactions) is not used by Google to train or improve Gemini or other AI models —unlike on personal Google accounts, where such data may be stored or shared for model training.	Internal Data or Public Data
Saved Chats	User can choose	Yes	Yes

AI Tool	Status	Purpose/Reason	Enterprise Supported/Pay/Free	Restrictions
BoxAI	Approved up to SRDS high protection level.	General Use	Enterprise Supported	Can be used for sensitive information with IRB approval.
Copilot	Approved up to SRDS high protection level.	Various purposes to support Microsoft Products	Enterprise Supported	Can be used for sensitive information with IRB approval.
Sonix AI	Approved up to SRDS low protection level.	Transcription service	Paid	Only for non-sensitive information.
claude.ai	Approved up to SRDS low protection level.	General Use	Paid	Only for non-sensitive information; not to create website chatbots.
ChatGPT 3.5	Approved for data that is made publicly available by its source.	General Use	Free	Only for non-sensitive information
ChatGPT 4.0	Approved for data that is made publicly available by its source.	General Use	Free	Only for non-sensitive information

Resources

- guides.lib.uchicago.edu/GenAI
 - Contains all the content re. input/output evaluation
- guides.lib.uchicago.edu/ai-and-licensed-content
 - Discusses permissions for researchers to use AI tools with licensed content
 - A lot of them only allow usage within a closed hosted environment (PhoenixAI, Claude Enterprise)
- <https://guides.lib.uchicago.edu/textmining>
 - Text and Data Mining guide

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A Riddle

A father is about to bring his son to a job interview applying for a position at a large stockbrokers company in the city. Just as they arrive at the company's parking lot, the son's phone rings. He looks at his father who says, "Go ahead, answer it." The caller is the trading company's CEO who says "Good luck son, you've got this." The son ends the call and once again looks at his father, who is still next to him in their car.

How is this possible?

Discriminatory AI: COMPAS

- COMPAS (Correctional Offender Management Profiling for Alternative Sanctions) Tool
 - Assigns a risk score to defendants based on the likelihood that they will commit another crime
 - Tool was shown to incorrectly flag black defendants as “high risk” at “almost twice the rate as white defendants” and incorrectly flag white defendants as “low risk.”

	WHITE	AFRICAN AMERICAN
Labeled Higher Risk, But Didn't Re-Offend	23.5%	44.9%
Labeled Lower Risk, Yet Did Re-Offend	47.7%	28.0%

Julia Angwin Mattu Jeff Larson, Lauren Kirchner, Surya, “Machine Bias,” *ProPublica*, accessed March 5, 2025, <https://www.propublica.org/article/machine-bias-risk-assessments-in-criminal-sentencing>.

Environmental Concerns

- AI model training takes up massive amounts of energy
- Can deplete water resources
- Projected to take up 6% of US energy expenditure by 2026
- Many companies are working to make AI model training more sustainable
- This sustainability, however, is not spread evenly across data centers
 - Potential to exacerbate existing climate inequities

Dara Kerr, "Artificial Intelligence's Thirst for Electricity," *NPR*, July 10, 2024, sec. Technology, <https://www.npr.org/2024/07/10/nx-s1-5028558/artificial-intelligences-thirst-for-electricity>.
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