

# LOUISIANA STATE UNIVERSITY AGRICULTURAL CENTER

LSU AgCenter PS-60

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Version: 0

Responsible Officer: Chief Information Officer

Category: Information Technology

## INFORMATION TECHNOLOGY POLICY FOR ARTIFICIAL INTELLIGENCE

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### I. Purpose

The purpose of this policy is to further establish the appropriate and acceptable use of Artificial Intelligence (AI) as an information technology at the LSU AgCenter and to fulfill all requirements, including, but not limited to, LSU System permanent memoranda, laws, executive orders, and policy applicable to date.

The Louisiana State University Agricultural Center (“LSU AgCenter”, “AgCenter”) is charged with maintaining systems and data for administrative, academic, research and extension services purposes. These are impacted by the acquisition and use of *Artificial Intelligence* (AI).

AI is not novel or unique to the extent that existing policies governing the acquisition and use of information technology are not applicable. Due diligence and compliance are vital and required.

Clear guidance is essential to the appropriate, compliant, and fit-for-purpose implementation, utilization, and integration of AI products, services, and/or solutions within the LSU AgCenter for existing and future business, research, extension, and education processes.

The overriding objective is the protection of the confidentiality and integrity of LSU AgCenter information technology resources, processes, and operations.

### II. Policy

#### A. Scope

1. This policy applies to the acquisition and use of all AI products, and services for LSU AgCenter duties and responsibilities (“work”).
2. This policy applies to all LSU AgCenter employees, contractors, volunteers and other affiliates, including any individual, group, or service provider that contributes to the processes or products of the LSU AgCenter.
3. This policy applies to all products (hardware, devices, software, systems, etc.) and services that provide, incorporate, integrate, or utilize AI functions or features regardless of cost or license type.
4. This policy serves to augment existing policy and is not to be construed to negate or supersede existing policy or other applicable requirements, constraints, or prohibitions.

## B. Definitions

Artificial Intelligence (AI) - a machine-based system designed to achieve human-defined objectives by generating outputs such as inferences, predictions, recommendations, decisions, or content. These systems operate in real or virtual environments, leveraging techniques like machine learning, reasoning, natural language processing, computer vision, and knowledge representation to perceive, learn, and act with varying levels of autonomy.

## C. Policy

1. The acquisition and use of Artificial Intelligence (AI) products, services, systems, models, components, and features, as a whole or in part, are subject to policies, standards, processes and procedures established to govern the acquisition and use of information technology, including, but not limited to LSU AgCenter PS-32 and LSU AgCenter PS-47.
2. The use/utilization of information/data as an input to or output from any AI system and the utilization of information technology assets are subject to policies, standards, processes, and procedures established to govern the use of data and management of information technology assets, including, but not limited to, LSU AgCenter PS-54.
3. The LSU AgCenter will establish or augment standards, processes, procedures, and guidance to address AI explicitly such that:
  - a. All AI products, services, and systems must be reviewed, documented, and approved prior to acquisition and use. [EO Sections 2 and 4]

- b. Any AI product, service, or system prohibited by law, order, policy, or other applicable authoritative source is not authorized or approved for acquisition and/or use. [EO Section 2]
- c. All AI products, services, and systems and the contracts, agreements, etc. regarding their use must be inventoried/documented. [EO Section 5]
- d. Any dataset intended for use in/with an AI system must, prior to use, be reviewed, analyzed, and, as necessary, be remediated, to ensure and preserve the quality, security, and privacy of the data, the system, and outputs generated by the system. [EO Sections 6 and 7]

#### D. Responsibilities

- 1. As a condition for access to and use of LSU AgCenter information technology resources and information systems, each user, regardless of the nature of affiliation, is responsible for compliance with all applicable requirements including, but not limited to, regulations, statutes, LSU System permanent memoranda, policy, procedures, standards, and guidance.
- 2. LSU AgCenter Information Technology is responsible for the development, implementation and/or deployment of standards, processes, procedures, technical controls, methods, and systems to assess and ensure compliance.

#### III. Procedures

- A. LSU AgCenter Information Technology will establish, review, and revise, as appropriate, standards, procedures, and guidance for the acquisition and use of AI.
- B. Standards, procedures, and guidance will be cataloged and made available to AgCenter constituents in accordance with risk policy and internal audit procedures.

#### IV. Exceptions

- A. There are no standing exceptions to this policy.
- B. Exceptions may be requested and reviewed under the direction of the LSU AgCenter Information Technology unit in consultation with subject matter experts and administration.

#### V. Compliance/Violations

- A. All LSU AgCenter employees and/or personnel shall be responsible for knowledge of the LSU AgCenter Policy statement as it relates to their position.
- B. LSU AgCenter employees who are in violation of this policy shall be subject to discipline as appropriate under the circumstances up to and including termination.
- C. Failure to comply with this policy may subject the violator to loss of privileges and/or disciplinary action and personal liability, including civil or criminal actions.
- D. LSU AgCenter Information Technology, in compliance with applicable policy and regulation, will be permitted to implement technical controls to audit and/or curtail circumvention of and/or non-compliance with this policy.
- E. Anyone identifying a potential violation of this policy should immediately notify LSU AgCenter Information Technology for subsequent review/investigation. Upon Information Technology review, further action may be necessitated if a violation is confirmed.

## VI. Resources/References

### A. LSU Permanent Memoranda

- 1. LSU PM-36
- 2. LSU PM-50

### B. LSU AgCenter Policy Statements

- 1. LSU AgCenter PS-1
- 2. LSU AgCenter PS-32
- 3. LSU AgCenter PS-47
- 4. LSU AgCenter PS-54

### C. Louisiana Executive Orders

- 1. EO JML 25-103
- 2. EO JML 25-109