



## **Responsible and Ethical Use of Artificial Intelligence at Southern de Oro Philippines College**

November 18, 2025

## I. Policy Title

**“Responsible and Ethical Use of Artificial Intelligence at Southern de Oro Philippines College”**

## II. Policy Purpose

This policy establishes clear guidelines for the use, development, and management of Artificial Intelligence (AI) technologies by students, faculty, staff, and researchers. It ensures that AI is used ethically, responsibly, and in accordance with academic integrity, data privacy laws, and institutional values<sup>12</sup>.

## III. Scope and Applicability

This policy applies to all members of the Southern de Oro Philippines College community, including students, faculty, researchers, and administrative staff. It covers the use of:

- A. Generative AI tools (text, image, code, audio, etc.)
- B. AI-based analytics and decision-making tools
- C. Any AI system adopted by the institution for academic, research, or administrative purposes<sup>3</sup>

## IV. Key Definitions

- A. **Artificial Intelligence (AI):** Computer systems capable of performing tasks that normally require human intelligence<sup>4</sup>.
- B. **Generative AI:** AI systems capable of producing content, such as text, images, audio, or code<sup>1</sup>.
- C. **AI-assisted work:** Academic or administrative output that has been created or enhanced with AI tools.
- D. **AI-generated content:** Content produced entirely or partially by AI.

## V. Principles of AI Use

## **A. Transparency and Declaration**

- a. Users must disclose when AI tools are used in assignments, research, or reports.

Example: A student may include a statement in the methodology or acknowledgment section indicating which AI tools were used<sup>56</sup>.

## **B. Academic Integrity**

- a. AI must not be used to bypass learning objectives or generate work that misrepresents a user's effort.
- b. Misuse may be treated as academic dishonesty, consistent with existing educational policies<sup>6</sup>.

## **C. Responsible and Ethical Use**

- a. AI should support intellectual engagement, creativity, and critical thinking.
- b. Users are responsible for verifying the accuracy and ensuring that the AI output is both ethical and appropriate<sup>13</sup>.

## **D. Data Privacy and Security**

- a. Users must comply with the Philippine Data Privacy Act of 2012 (RA 10173)<sup>7</sup> when using AI.
- b. Sensitive personal or institutional data should not be shared with public AI platforms without authorization.

## **E. Accountability**

- a. The individual using AI tools is responsible for all output, including validation, editing, and ethical compliance<sup>3</sup>.

## VI. Declaration / Attribution

For academic work, users must include a **statement of AI contribution**<sup>5</sup>, specifying:

- A. The AI tool(s) used
- B. Purpose of use (e.g., drafting, grammar correction, idea generation)

## VII. Permitted vs. Prohibited Uses

### A. Permitted:

- Brainstorming, outlining, summarizing, grammar/style correction, visualization, and data analysis support<sup>6</sup>

### B. Prohibited:

- Generating content to hide a lack of effort
- Fabricating research data or plagiarizing work<sup>6 7</sup>
- Using AI to impersonate others
- Using AI in assessments where original critical thinking is required, unless allowed by the instructor

## VIII. AI Literacy and Training

### A. The College will provide:

- a. Workshops, seminars, and tutorials on AI literacy
- b. Guidelines to promote responsible and effective use of AI

## IX. Governance and Oversight

### A. An AI Oversight Committee will:

- a. Review compliance
- b. Update policies as AI evolves
- c. Evaluate risks
- d. Provide guidance and support for responsible AI use

B. Mechanisms will be established for reporting misuse and handling violations<sup>3</sup>

## **X. Enforcement and Sanctions**

- A. Violations of this policy may result in disciplinary action in line with existing academic integrity rules.
- B. AI detection tools may be used as a support mechanism, but not as the sole basis for sanctions<sup>6</sup>.
- C. A process for appeal will be provided.

## **XI. Ethics in Research**

- A. Research involving AI must adhere to principles of fairness, transparency, explainability, and accountability.
- B. Human-subject research involving AI must comply with requirements for IRB approval, informed consent, and data privacy<sup>1 2 3</sup>.

## **XII. Infrastructure / Data Security**

- A. AI tools used by the College must comply with security, privacy, and licensing standards<sup>7</sup>.

## **XIII. Review and Revision**

- A. This policy will be reviewed at least every two years.
- B. Feedback will be solicited from students, faculty, and staff during revisions.

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## References / Resources

- <sup>1</sup> UNESCO Recommendation on the Ethics of Artificial Intelligence (2021)  
<https://unesdoc.unesco.org/ark:/48223/pf0000373434>
- <sup>2</sup> European Commission – Ethics Guidelines for Trustworthy AI (2019)  
<https://digital-strategy.ec.europa.eu/en/library/ethics-guidelines-trustworthy-ai>
- <sup>3</sup> IEEE Global Initiative on Ethics of Autonomous and Intelligent Systems  
<https://ethicsinaction.ieee.org/>
- <sup>4</sup> ACM Code of Ethics and Professional Conduct (2018)  
<https://www.acm.org/code-of-ethics>
- <sup>5</sup> FEU Guidelines on the Use of AI in Education  
<https://mb.com.ph/2024/6/28/feu-releases-guidelines-for-the-use-of-ai>
- <sup>6</sup> Ateneo de Manila University AI Policy Notes / Academic Integrity Guidelines (Reference news publication) <https://theguidon.com>
- <sup>7</sup> Philippine Data Privacy Act of 2012 (RA 10173)  
<https://www.privacy.gov.ph/data-privacy-act>
- <sup>8</sup> University of the Philippines – Principles for Responsible and Trustworthy AI  
<https://up.edu.ph/up-principles-for-responsible-artificial-intelligence/>