

AI Usage Guidelines

These guidelines provide the institutional clarity our community has been seeking. They bridge the gap between our strategic AI vision and daily operational needs, ensuring consistent and responsible AI application across all academic and operational domains.

The guidelines operationalise the core values established in our AI Ethics Policy: Equal Access, Transparency, Fairness, and Human Agency.



ACADEMIC INTEGRITY AND INAPPROPRIATE USE PROCEDURES

'If AI can trivially solve an assignment, the assignment is the problem and AI detection tools are unreliable, so assessment redesign is advisable.'

This means:

- If a student can easily get AI to do the entire assignment with minimal effort, then the assignment itself is poorly designed - not the student's fault for using AI.
- We can't depend on technology to catch AI use because these tools don't work well enough.

Instead of trying to police AI use, we should redesign our assignments to be AI-resistant or AI-integrated.

PROVIDING FEEDBACK AND ASSESSMENT

'AI can be used to support the assessment process and enhance feedback quality, though it requires a well-designed educational and assessment process from the start and there must always be a human in the loop. The lecturer remains fully responsible for the final assessment.'



This means:

- AI is allowed as a tool to help with grading and giving feedback to students.
- AI can help provide more detailed, timely, or personalized feedback than might be possible manually.
- You can't just throw AI at a poorly designed assessment and expect good results - the foundation must be solid first.
- AI cannot make final decisions about grades or student performance - humans must review and approve.
- Even if AI helps with feedback, the teacher is still accountable for all grading decisions.



DATA UPLOAD GUIDELINES

'With Claude you are able to upload your data in a safe manner, when using any other AI solution, do not upload privacy-protected or any sensitive data without the tool being checked by the advisory committee.'

This means:

- Claude has been vetted and approved for handling BUAs' data safely.
- By 'any other AI solution', we mean any tool other than Claude.
- Student information, grades, personal data, internal documents or privacy-protected data should not be shared.

New AI tools must be security-reviewed before sensitive data can be used with them.

GUIDELINES FOR VARIOUS AI PLATFORMS

'Claude is our main LLM platform. If other AI solutions are needed, go to the AI Advisory Committee/AI Pioneer team. If there are no alternatives, and the proposed solution is in line with our privacy, risk and data safety policies, the Committee will give positive advice to the MT member or director who is responsible for making the final decision. BUAs can only be held responsible for AI tools that are approved as compliant by the advisory committee.'



This means:

- This is BUAs' officially approved and preferred AI tool.
- Don't just start using random AI tools - get approval first.
- The committee evaluates data security, potential problems, and whether Claude could do the job instead.
- Local leadership has final say on what tools their academy uses and pays for.
- The institution only provides support, takes liability, and ensures compliance for officially approved tools - if you use unauthorized AI tools, BUAs cannot be held responsible.

NOTE:

- 1) When we refer to "Claude", we mean its access through your BUAs email, with Single Sign-On (SSO).
- 2) These guidelines undergo regular review to ensure approved tools continue to meet our standards. Employees are responsible for staying informed of any changes.

For any questions, contact the
AI Pioneer team [themeAI@buas.nl]

September, 2025