NAIF ARAB UNIVERSITY
FOR SECURITY SCIENCES
Est. 1978

جامعة نايف العربية
للعلوم الأمنية
تأسست ١٩٧٨

Artificial Intelligence Usage Policy

Naif Arab University for Security Sciences (NAUSS)

2025

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First Edition/ July, 2025

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Introduction

Artificial Intelligence (AI) is a technology that simulates human behavior and decision-making to perform complex tasks independently or with minimal human intervention. It relies on analytical models to generate predictions, rules, answers, suggestions, and similar outputs.

AI technologies encompass a wide range of tools that have significantly reshaped how systems manage and process data. These tools empower systems to learn from data and make autonomous decisions. Key technologies include machine learning, cognitive systems, search and optimization algorithms, and intelligent control systems in robotics.

AI has gained substantial prominence across various sectors, driving remarkable progress in both technological capabilities and operational efficiency. According to the Organisation for Economic Co-operation and Development (OECD), "Artificial Intelligence (AI) is a general-purpose technology that has the potential to improve the welfare and well-being of people, to contribute to positive sustainable global economic activity, to increase innovation and productivity, and to help respond to key global challenges".

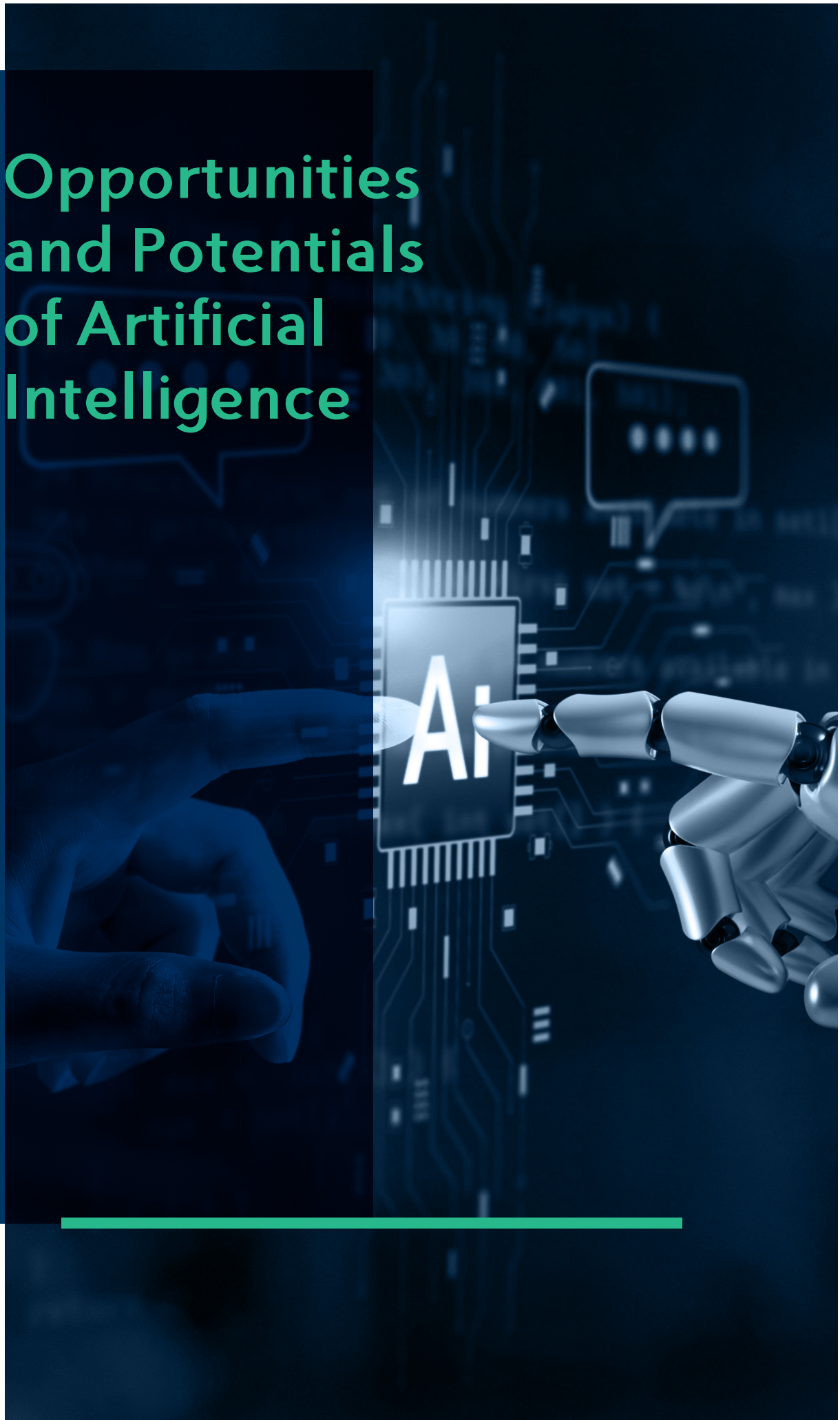
Naif Arab University for Security Sciences (NAUSS) has made notable strides in adopting and integrating AI technologies. These advancements have enabled NAUSS to effectively leverage AI across educational, research, technical, administrative, and training functions.

While AI brings substantial benefits to scientific research and broader society, it also introduces complex ethical challenges. These challenges have implications for core research values such as scientific integrity, reliability, objectivity, transparency, reproducibility, fairness, accountability, responsibility, and respect for privacy.

Although AI does not call for a fundamental rethinking of the ethical foundations of scientific research, it does necessitate the development of detailed and robust guidelines to ensure its responsible and prudent use. In the absence of a clear regulatory framework, concerns may arise around issues such as research ethics and intellectual property rights.

Accordingly, this policy has been established to provide overarching guidance on the use of AI at NAUSS, ensuring a balanced approach that maximizes its potential while minimizing its risks.

Opportunities and Potentials of Artificial Intelligence



Prestigious higher education and training institutions today strive to adopt innovative approaches to utilizing AI technologies in the following areas:

Education and Training:

- Smart teaching: Customizing lessons based on students' needs.
- Adaptive assessment: Systems for automatic performance correction and analysis.
- Academic fraud detection: Detecting plagiarism and evaluating research.
- Schedule organization: Tools for efficient task and time management.
- Enhanced learning experiences: Interactive content and augmented reality.
- Academic governance: Supporting decision-making through intelligent data analysis.

Scientific Research and Development:

- Enhancing research efficiency: Rapid and comprehensive analysis of scientific literature.
- Predictive research: Forecasting future research trends using big data.
- Scientific translation support: Facilitating the translation and analysis of research papers.
- Big data analytics: Identifying patterns and emerging research trends.
- Advanced simulation environments: Safely testing scientific ideas.
- International research collaboration: Enhancing global communication among researchers.

Digital Transformation and Innovation:

- Cybersecurity and protection of academic and research data.
- Supporting technological innovation and enhancing robotics and intelligent systems.
- Tools for automatically designing secure networks based on potential threat analysis.
- Intelligent encryption technologies that enable students to experiment with security algorithms and analyze their effectiveness.

Challenges in the Use of Artificial Intelligence Tools

The rapid expansion in the use of AI, particularly generative AI, has introduced new and complex ethical challenges related to core values in scientific research, such as accountability, responsibility, transparency, trustworthiness, reproducibility, fairness, and objectivity. While these challenges may not necessitate a radical revision of existing ethical frameworks, they do require clear and robust guidelines to ensure the responsible use of AI—especially in academic contexts. The absence of a regulatory framework could result in issues related to intellectual property rights and research ethics, making it imperative to adopt a general policy that governs the use of AI within NAUSS. Such a policy should strike a balance between maximizing the potential of AI and mitigating its associated risks.

Data Quality, Availability, and Respect for Individual Rights

The effectiveness of AI heavily depends on the quality and accuracy of the available data, as these factors significantly impact the performance of analytical and predictive models. However, access to data may be limited due to privacy regulations and intellectual property rights, which can constrain academic institutions' ability to train AI models effectively. Therefore, it is essential to develop clear policies that ensure data accessibility while safeguarding privacy.

Bias and Fairness

Ensuring fairness in education is a fundamental objective. However, AI systems can inherit biases present in data or algorithms, potentially leading to unequal educational outcomes among students from diverse backgrounds. To uphold transparency and equity, AI models should be developed with a strong emphasis on diversity and inclusivity. Additionally, mechanisms should be established to periodically review and assess the impact of AI tools on fairness within educational processes.

Lack of Expertise and Skills

The integration of AI into education and scientific research requires qualified academic and technological staff capable of understanding, developing, and managing these technologies. Many academic institutions, however, face a shortage of experts who can design and maintain intelligent systems. To address this gap, it is crucial to invest in the training of faculty members and researchers and to foster partnerships with specialized technological entities.

Trust and Acceptance

Despite the many benefits that AI offers, there remains a notable reluctance among some faculty members and students to adopt these technologies. This hesitancy often stems from concerns regarding the reliability of AI systems and their potential impact on human interaction in educational settings. Furthermore, security and privacy concerns present significant barriers to widespread acceptance.

To build trust, institutions must implement clear policies to protect personal data and offer training programs that highlight the benefits of AI and explain how it can be used safely and effectively.

AI presents a valuable opportunity to enhance the quality of education and bolster innovation in scientific research. However, effectively addressing the challenges associated with its use is essential to achieving sustainable outcomes. By adopting comprehensive policies that promote transparency, fairness, and investment in human capital development, academic institutions can enable a successful digital transformation that supports both education and research.

To address these and other challenges, NAUSS has developed a comprehensive AI policy aimed at establishing general ethical principles and a regulatory framework for the use of AI technologies. This policy is designed to guide University employees in the application of AI tools.

The policy was developed in alignment with internationally recognized AI ethics principles and best practices, including the OECD AI Principles, the European Union's Ethics Guidelines for Trustworthy AI, and the AI Ethics Principles issued by the Saudi Data and AI Authority (SDAIA) (Figure 1).

This policy is not merely a regulatory requirement, but a strategic step that enables NAUSS to adopt AI technologies in an ethical and human-centered manner—ensuring that AI systems serve humanity while respecting human rights and dignity.

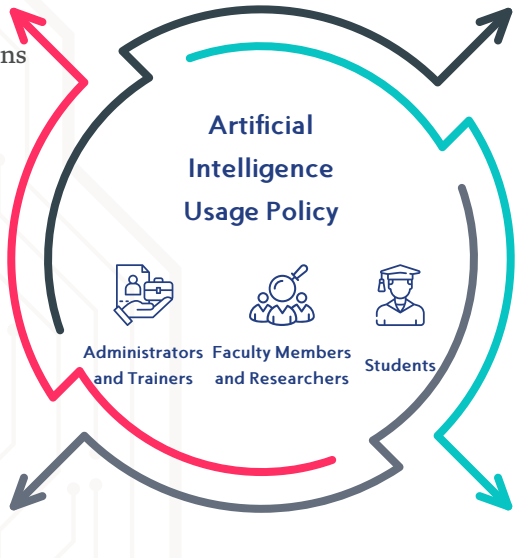
The policy aims to guide NAUSS employees in the ethical, legal, and safe application of AI tools, ensuring that privacy boundaries are respected and data protection is upheld. Accordingly, all AI-related activities must comply with local laws in the host country, as well as relevant international regulations concerning privacy, security, and ethics.

المركز الوطني
للتعليم الإلكتروني
National eLearning Center

- AI Framework in Digital Learning in the Kingdom of Saudi Arabia
- Guidelines and Standards for the Use of Generative AI Tools and Applications in Digital Learning

وزارة التعليم
Ministry of Education

Regulations on E-Learning



Global Reference Organizations

- UNESCO
- Organisation for Economic Co-operation and Development (OECD)

SDAIA
الهيئة السعودية للبيانات والذكاء الاصطناعي
Saudi Data & AI Authority

- Generative AI in Education
- AI Ethics
- Generative AI Principles for Government Entities

Figure 1: Reference framework for developing NAUSS's AI usage policy

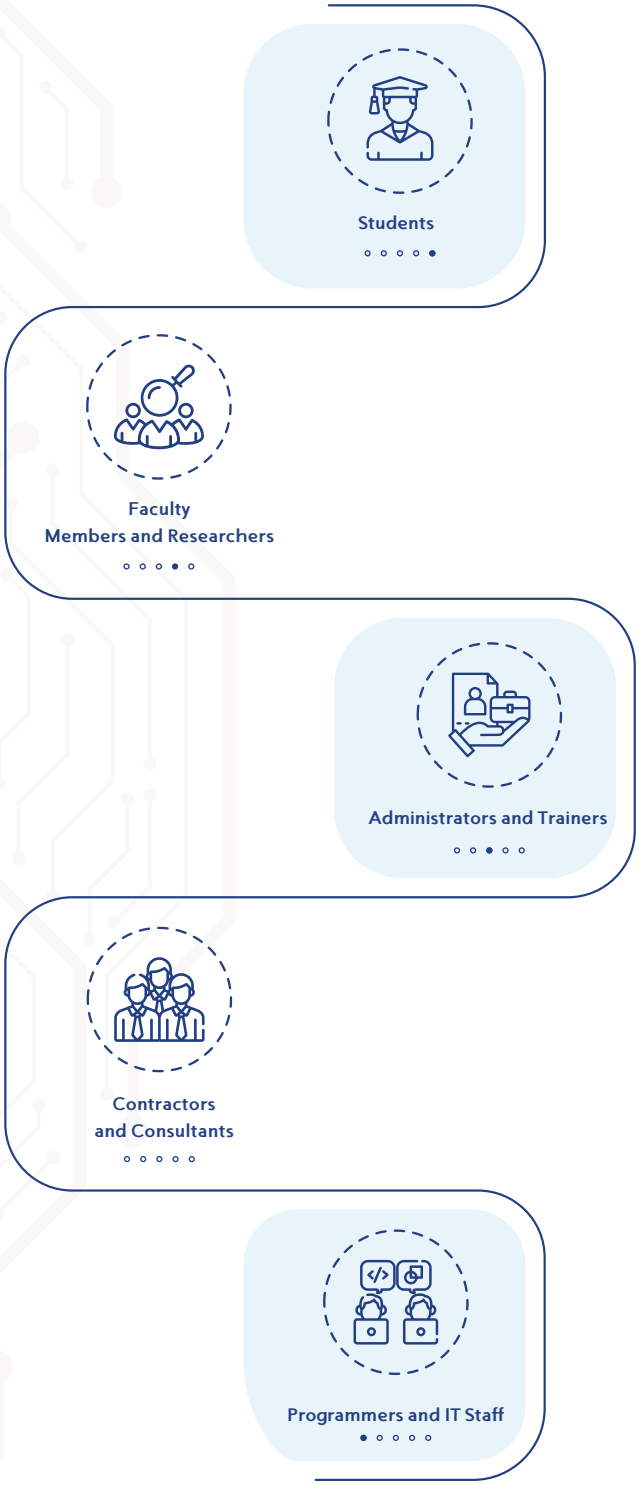
Article One
Definitions

The following terms and expressions, wherever they appear in this policy, shall have the meanings assigned to them below:

- **University/NAUSS**: Naif Arab University for Security Sciences.
- **President/Authorized Person**: The University President or any individual authorized by him.
- **University Employees**: All individuals affiliated with the University, including administrative, technical, professional, and IT staff; specialists; faculty members; trainers; and consultants within the scope of their work. This also includes researchers, students, trainees, and any other individuals contracted by the University—on a permanent, temporary, collaborative, or nominated basis—to perform tasks, provide services, or benefit from University services.
- **Deanship**: The Deanship of Research and Innovation.
- **Policy**: The general policy governing the use of AI, based on a set of specific rules and guidelines that define how related operations and procedures are to be carried out within the University.
- **Derived Scopes/Scopes**: The scope of AI usage as it applies to each category of University employees, outlining the general framework for ethical compliance.
- **Principles**: The ethical values that guide conduct and decision-making at the University.
- **AI Tools**: Software programs and applications designed to perform tasks resembling human intelligence. These tools utilize complex algorithms and large datasets to learn from data, analyze it, and make decisions accordingly.
- **Technologies**: AI technologies, including complex algorithms for identifying patterns and trends, such as deep learning, machine learning, and artificial neural networks.
- **Publications**: Includes studies, reports, research papers, theses, dissertations, books, booklets, translated books, policy papers, scientific papers, and scientific journals.

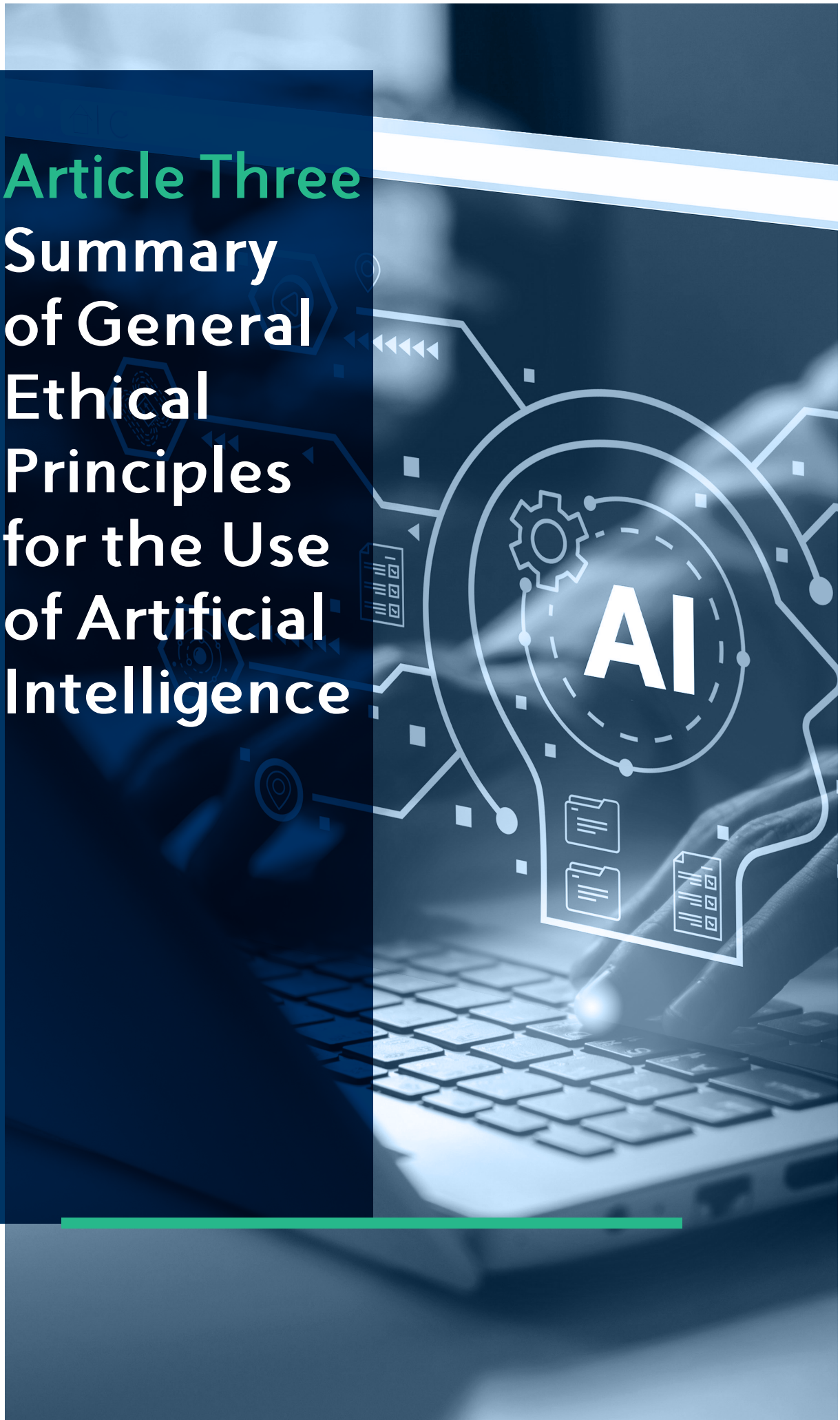
Article Two
Scope of Application of the Artificial Intelligence Usage Policy

This policy applies to all University employees and persons of equivalent status.



Article Three

Summary of General Ethical Principles for the Use of Artificial Intelligence



1. **Transparency and Interpretability**

All AI systems must be transparent and interpretable to users. This principle aligns with the requirements of the Data Protection Law issued by the SDAIA, ensuring responsible disclosure regarding the use of AI tools in education and scientific research.

2. **Privacy and Data Protection**

The use of AI must fully comply with international data protection laws. AI applications should incorporate privacy by design to ensure the protection of user data throughout all stages of development and deployment. Additionally, safeguards must be in place to protect AI systems from cyber threats, thereby ensuring data security and the continuity of supporting digital infrastructure.

3. **Accountability and Governance**

Clear lines of accountability must be established for decisions made by AI systems and their outcomes, as emphasized in the OECD AI Principles. To ensure compliance with legal and ethical standards, an AI Oversight Committee should be established within the University.

4. **Human-Centered Education**

AI tools must serve as supportive aids to the educational process rather than substitutes for human involvement. They should contribute to the enhancement of learning and research while preserving the essential value of human interaction and analysis.

5. Continuous Development and Capacity Building

Ongoing development of AI technologies is essential for promoting their responsible use. This includes offering continuous training and awareness initiatives to foster a comprehensive understanding of the opportunities and challenges posed by AI.

6. Fairness and Accessibility

AI tools must be selected and applied to accommodate diverse learning needs, including those of individuals with disabilities and gifted learners. Differences in access to AI technologies must be acknowledged, and educational tasks, activities, and assessments should be designed to ensure equitable participation for all, regardless of their access to AI tools.

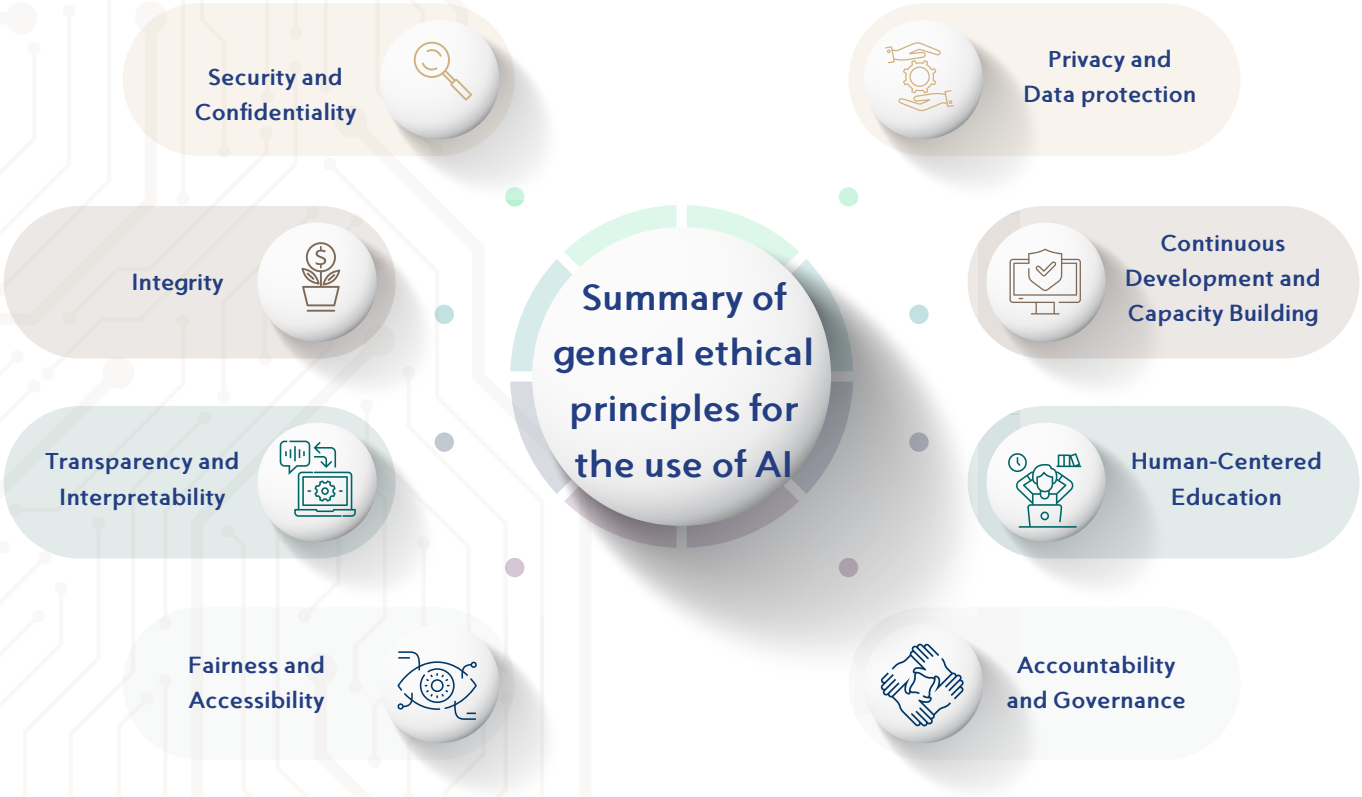


Figure 2: Summary of general ethical principles for the use of AI

Article Four
Guidelines for the Use of Artificial Intelligence Applications in Education

Students

Students may use AI tools as an additional support resource in their educational journey. These tools can assist in answering questions, simplifying complex concepts, evaluating academic progress, and identifying areas requiring further focus.

Permissible Uses for Students

1. AI applications may be used as assistive tools for data analysis, language refinement, and correction of spelling and grammatical errors—provided they do not replace the student's critical thinking or independent research efforts.

2. AI tools may be used for analyzing data in both quantitative and qualitative research, provided that their use is clearly cited and that students develop the ability to assess and verify AI-generated content using credible sources.

3. Students may use AI to generate ideas or suggest organizational structures for research papers and publications; however, the final written work must be entirely original.

4. AI tools may be employed to summarize lectures, simplify complex topics, and organize information interactively to enhance understanding of course material. To improve students experience when using AI, they should:

- Be aware that AI models may contain biases depending on the datasets on which they were trained. Caution should be exercised to ensure that AI-generated content adheres to ethical standards and is supported by reliable scientific sources.
- Only use generative AI platforms that comply with the University's data protection policies for handling study- or research-related data.
- Review and understand the terms of service of any AI tool they use, particularly with regard to data ownership and usage rights.
- Be prepared to explain and justify any part of their academic work—such as assignments or other outputs—that involved the use of AI, demonstrating a clear understanding of the underlying concepts.
- Participate in training courses and workshops offered by the University or academic departments on the responsible and ethical use of AI in education.

Prohibited Uses for Students

1. It is prohibited to use AI to generate research papers, scientific articles, graduation projects, or book summaries—either in whole or in part—without rewriting the content personally and disclosing the use of AI.

2. Submitting research generated by AI without proper review, or failing to disclose how AI was used and which tools were employed, will be considered plagiarism.

3. To preserve intellectual originality and creative contribution, the use of AI in research, academic assignments, theses, and graduation projects must not exceed 20% of the content. This includes any text generated or edited by AI tools.

4. AI-generated content may not be cited as a reliable source in academic publications. Any use must be explicitly disclosed.

5. It is strictly prohibited to use AI tools to generate automatic answers during examinations.

6. Using AI technologies to fabricate data or manipulate research results is expressly forbidden.

Faculty Members

AI presents a transformative opportunity to advance the educational and academic processes at NAUSS. It holds significant potential to enhance teaching methods, personalize learning experiences, automate certain administrative tasks, and provide advanced analytical tools. However, optimal utilization of these capabilities requires an ethical and responsible approach.

Permissible Uses for Faculty Members

1. Faculty members may use AI to prepare course materials, develop curricula, adapt teaching strategies, and design assessments tailored to students' diverse abilities, provided the content is reviewed for compliance with academic standards and proper disclosure of AI use and tools is made.

2. AI tools may be employed in preparing exam questions, provided diversity and impartiality are ensured, and all questions are reviewed for accuracy and appropriateness.

3. AI technologies may be used to enhance accessibility for students with disabilities, including translation applications, text-to-speech and speech-to-text tools, and other relevant assistive technologies.

4. Faculty members may use intelligent applications to prepare and design presentations that are visually engaging and interactive, provided the content is edited to align with predefined learning objectives.

5. AI may be used to develop diverse educational resources, including multimedia content (e.g., text, video, images, and interactive applications), supporting the

educational process and accommodating individual learning preferences.

6. Faculty members may design interactive exercises and experiments using AI tools to encourage student participation and develop analytical, critical thinking, and creative skills.

7. Providing a personalized learning experience for each student based on their individual needs by utilizing AI-powered tools to monitor student performance and assess their current knowledge and skills. Based on this assessment, an appropriate learning pathway is identified to bridge knowledge and skill gaps, thereby contributing to equal learning opportunities for all students, regardless of their varying levels.

8. Faculty members may incorporate AI-driven simulations to deliver interactive instruction, enhancing students' application of concepts and competencies in real-life scenarios.

9. Faculty members should emphasize the importance of documenting all AI tools used in student assignments and projects.

10. Faculty members are encouraged to establish clear guidelines for the use of AI in the classroom, including policies on academic integrity and the consequences of misuse.

11. Monitoring student interaction with AI tools is essential to ensure safe and appropriate use and to detect potential misuse or breaches of data privacy.

12. Faculty members should become familiar with how AI tools operate, including their capabilities, limitations, and implications in the educational process.

Prohibited Uses for Faculty Members

1. Faculty members are prohibited from fully relying on AI for teaching or from substituting human instruction with AI systems.

2. Faculty members must not use AI to independently evaluate students' work, exams, or research, as this may infringe upon intellectual property rights or involve the unauthorized sharing of student data. Exceptions apply only to AI tools developed by the University specifically for educational assessment purposes.

3. Faculty members are prohibited from presenting or distributing teaching materials generated entirely by AI without verifying their accuracy, ensuring their reliability, and disclosing the use of AI tools.

Article Five
Use of Artificial Intelligence in Scientific Research and Innovation

Researchers

AI represents a significant opportunity to advance scientific research. However, its use must be governed by clear guidelines that uphold scientific integrity, transparency, and intellectual property, while affirming the essential role of human oversight at every stage of the research process.

Permissible Uses for Researchers/Authors

1. Researchers, authors, and editorial board members may use AI technologies to enhance text clarity and improve language quality, provided such use does not affect the scientific content or its originality. Full reliance on AI for research writing must be avoided.
2. AI tools may be used to analyze large datasets and identify scientific patterns, provided such use is conducted under the researcher's direct supervision to ensure the accuracy and reliability of the results.
3. Authors bear full responsibility for the content of their scientific work and must disclose the use of any AI tools or applications when submitting their work for publication.
4. Any use of AI tools in publications must be transparently disclosed—either in the methodology section, after the acknowledgments, or before the references—clearly specifying the purpose and the tool used. The following disclosure statement is recommended: *"During the preparation of this publication, the author/researcher used [name of tool/service] for [specific purpose]. After using [name of tool/service], the author/researcher reviewed and edited the content as necessary and assumes full responsibility for the published content".*
5. Researchers, authors, and reviewers must retain full personal control over the use of AI tools, ensuring they are employed as supportive aids—not as substitutes for human critical thinking and scientific reasoning.
6. The Deanship of Research and Innovation, or the relevant entity within the University, may use tools or software to detect the use of AI in submissions intended for publication or scientific evaluation. This is to ensure compliance with established guidelines and adherence to permitted usage thresholds, while also ensuring human review to guarantee fairness in assessment and detection.
7. Researchers must ensure that the use of AI complies with established publication ethics and does not compromise the scientific integrity of their work.

8. The algorithms and data used must be reviewed to ensure that the research results are free from bias and to confirm that the selected sample represents a natural diversity that objectively reflects the research reality.

Prohibited Uses for Researchers/Authors

1. To preserve intellectual originality and creative content, researchers and authors must not exceed 20% of text that is generated or modified by AI, and must disclose any such use accordingly.
2. AI-generated content may not be cited as a scientific source, as there are no scientific guarantees regarding the validity of automatically generated data.
3. Reviewers are strictly prohibited from uploading research papers—or any part thereof—into AI tools, as this constitutes a breach of intellectual property rights and may result in unauthorized distribution.
4. Reviewers must not rely solely on AI tools to prepare scientific evaluation reports, as the peer review process requires genuine critical analysis that reflects human expertise.
5. Authors, reviewers, and editors must maintain strict confidentiality with regard to research materials and publications under review or editing. Uploading any part of these materials to open-access AI platforms is strictly prohibited.


IA

Article Six
Guidelines for the Use of Artificial Intelligence in Training

Trainers

AI enhances training by enabling the development of customized training programs and interactive simulations that strengthen practical skills. It also supports intelligent performance evaluation, offers instant feedback, and provides dynamic content tailored to individual trainee needs.

Permissible Uses for Trainers

1. Trainers may use AI tools to design training packages, suggest training activities, and define personalized teaching strategies. AI may also assist in preparing assessment questions, provided the questions are diverse, unbiased, and the use of AI tools is clearly disclosed.
2. Trainers must ensure the accuracy and appropriateness of all content and activities supported or generated by AI tools.
3. Trainers are required to inform trainees when AI tools are used in exercises or assessments to maintain transparency and avoid manipulation.

Prohibited Uses for Trainers

1. Trainers must not use AI tools that compromise privacy or security, or that lack transparency in their functioning.
2. Trainers are prohibited from issuing assessments or training results solely based on AI-generated outputs without validating their accuracy and alignment with the intended learning objectives.

Permissible Uses for Trainees

1. Trainees may use AI tools to enhance their understanding of training materials and improve their skills through applications that provide instant feedback and support self-directed review.
2. Trainees should not rely on AI to complete assignments or activities assigned by the trainer. Active engagement with the content is essential to ensure a meaningful learning experience.
3. Trainees must refrain from inappropriately sharing or publishing results or data obtained through AI tools.
4. All personal or sensitive data must be protected in accordance with University policies.

Prohibited Uses for Trainees

1. Trainees are prohibited from using AI tools to complete assignments or training activities in place of their own efforts. This includes using such tools to analyze data or generate full content.
2. Trainees must not rely entirely on AI to make decisions related to training content or to solve practical problems without personal evaluation or human input.
3. Trainees are not permitted to publish or share AI-generated results or analyses without thorough review and responsible disclosure.


IA

Article Seven

Guidelines for the Use of Artificial Intelligence in Departments Supporting Education and Research

AI can be used in administrative tasks that support educational and research activities at NAUSS to improve efficiency in admission and registration, enhance administrative support, and analyze financial data. These uses must be implemented while ensuring data confidentiality, compliance with ethical and legal standards, and adherence to the Personal Data Protection Law and its executive regulations in the host country.

Permissible Uses for Administrative Affairs

1. **Admissions and Registration:** AI may be used to support the sorting and analysis of admission applications via the electronic admissions portal, expediting decision-making based on objective academic criteria aligned with University policies. Intelligent systems may also provide real-time support to applicants through virtual assistants that answer inquiries and assist in completing applications according to academic requirements.

2. **Administrative Support:** AI can be employed to automate administrative processes such as refining reports, analyzing performance indicators, and generating data-driven recommendations. All use must ensure data confidentiality and include transparent disclosure of the AI tools employed.

3. **Financial Management:** The Finance Administration may utilize AI to analyze financial data, conduct audits, and predict financial risks. All activities must comply with legal and financial standards, maintain strict data confidentiality, and include accurate disclosure of the tools used.

4. **Legal Affairs:** AI may assist in legal research, contract review, and verifying regulatory compliance. Use in this area must safeguard personal data and ensure that proper consent is obtained in accordance with ethical and legal frameworks.

5. **Student Affairs:** AI can enhance the student experience by providing personalized guidance and support tailored to individual needs, while strictly maintaining data privacy and adhering to all ethical and legal standards.

6. **Scientific Events:** AI may support the organization of scientific events by improving management, tracking registrations, scheduling, and providing logistical support. It can also analyze participant feedback and offer recommendations for future event improvement—provided data privacy is respected and ethical and legal standards are met.

7. **Transparency and Disclosure:** Employees using AI tools to prepare reports or make recommendations must clearly disclose the tools used to promote transparency and strengthen trust in administrative decisions.

8. **Compliance with Regulations:** The use of AI must comply with both local and international standards—such as ISO 27001 and the Data Protection Law approved by SDAIA—to ensure data privacy and prevent breaches.

9. **Strategic Decision-Making:** Major strategic or financial decisions derived from AI analysis must be reviewed and approved by relevant University officials to ensure proper governance and ethical compliance.

10. **Privacy and Security:** All AI-supported processes must follow strict privacy protocols to prevent data misuse or unauthorized sharing.

Prohibited Uses for Administrative Affairs

1. AI may not be used independently to make decisions with significant impact on individuals—such as employment, promotions, admissions, evaluations, or disciplinary actions. Human oversight must be incorporated at critical stages to ensure fairness and accountability.

2. AI must not be solely relied upon to develop internal policies or regulations. Human judgment must guide such processes to ensure the achievement of institutional objectives and international trends.

3. Employees and administrators are prohibited from uploading or sharing University data or documents via open-access AI tools, or any tools or systems not officially provided by the University. Prior approval from the direct supervisor is required before using any external AI tool or platform to process University data.

Article Eight

Guidelines for the Use of Artificial Intelligence in Technological Work and Cybersecurity

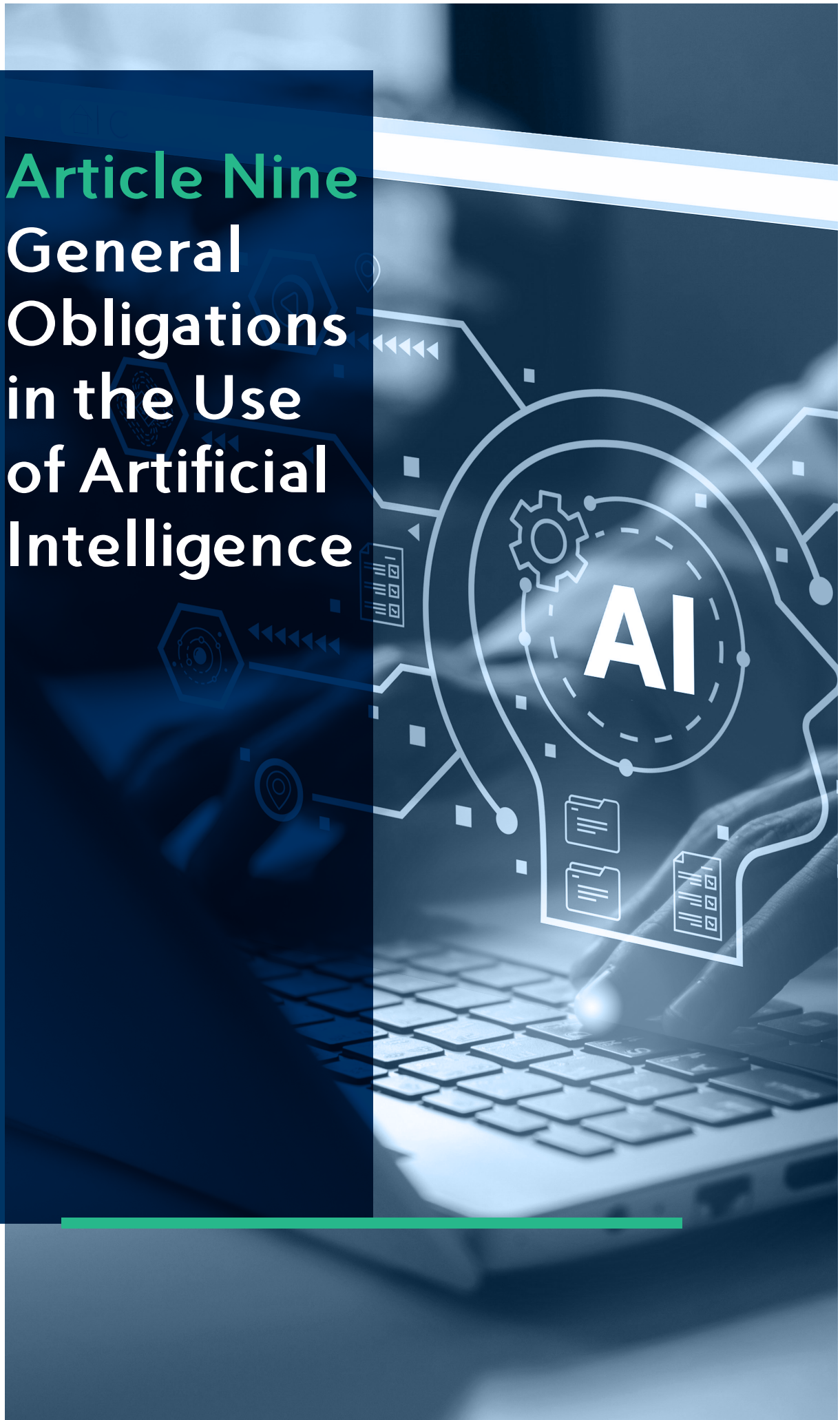
Scope of Permissible Use

1. AI may be used to support the early detection of cyber threats, analyze attack patterns, and enhance the responsiveness of cybersecurity teams.
2. AI can assist in code review, performance optimization, and the identification of errors and security vulnerabilities.
3. AI enables predictive data analysis to anticipate technical failures and reduce unexpected downtime.
4. All AI systems deployed at the University must comply with international standards such as ISO 27001 or ISO/IEC 27018 to ensure data protection and user privacy.
5. All AI applications must undergo reliability and security testing prior to implementation, followed by continuous monitoring to detect and resolve any emerging issues.
6. All decisions and system modifications made using AI must be clearly documented to ensure transparency and accountability.
7. AI systems must be developed and implemented to promote fairness and avoid discrimination. This includes minimizing algorithmic bias and ensuring inclusivity for all individuals and groups.

Prohibited Use

1. It is strictly prohibited to rely solely on AI for cybersecurity protection or for making proactive decisions without the supervision of qualified cybersecurity teams. This is essential to ensure accurate and effective threat response.
2. AI must not be used to create or modify sensitive code without thorough human review, due to the risk of introducing unforeseen security vulnerabilities.
3. The use of AI tools that do not comply with approved ethical and technical standards—approved by official bodies, such as those set by SDAIA—is prohibited.

Article Nine
General Obligations in the Use of Artificial Intelligence



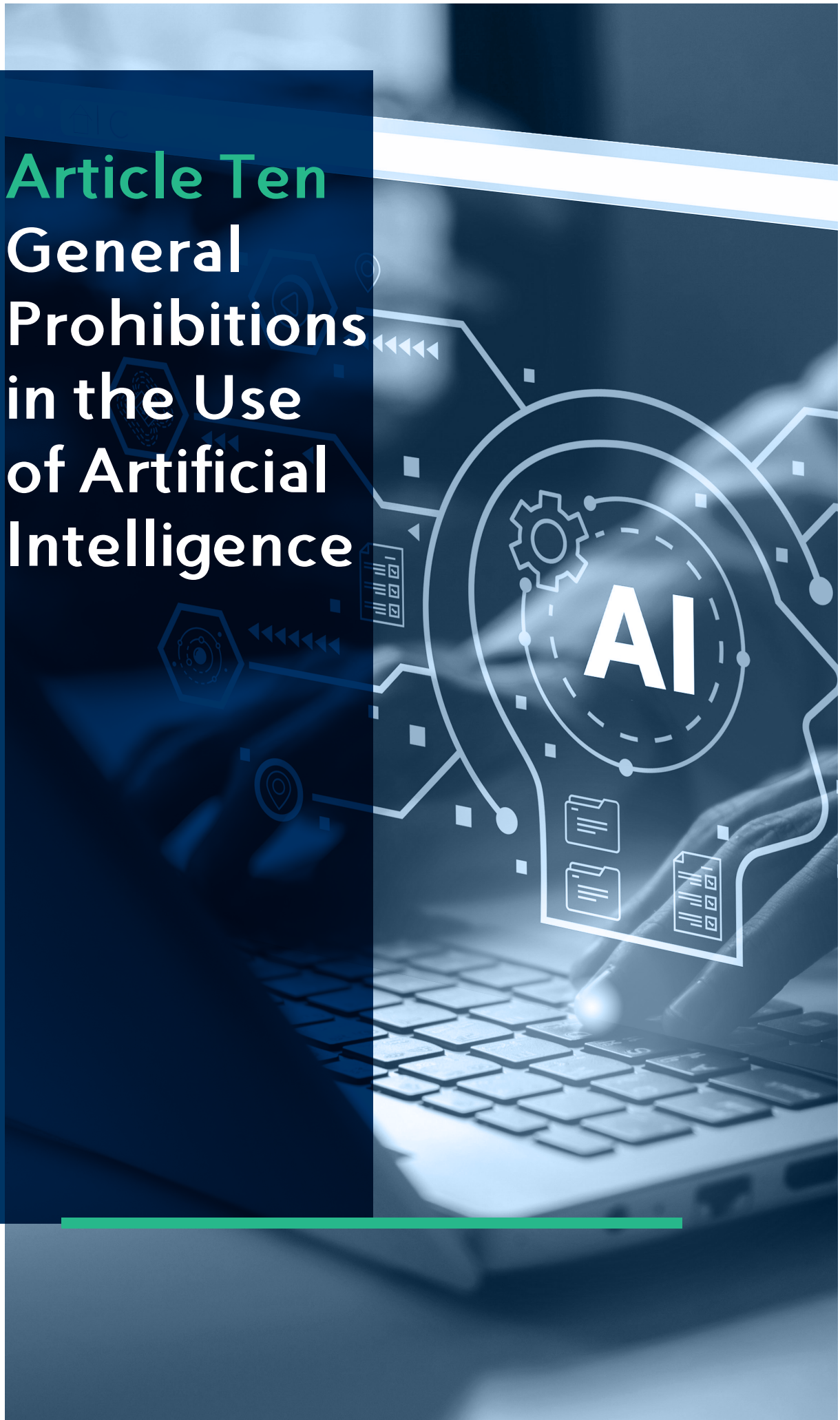
University employees and their equivalents must adhere to the following obligations when using AI:

1. Use AI in a manner that promotes fairness and prevents bias in inputs, processes, and outputs. Proactive measures must be taken to ensure AI systems are equitable and impartial.
2. Disclose inputs and outputs used in academic, research, administrative, and technical processes, and document all AI-assisted decisions to ensure transparency and a clear understanding of AI functionality.
3. Ensure the proper functioning of AI applications by avoiding reliance on unverified tools or those developed by unknown entities. All AI systems must be subject to regular performance and verification tests.
4. Safeguard data and comply with internal, local, and international data protection regulations. Prior approval from authorized personnel must be obtained before using AI to process personal or sensitive data.
5. Take full responsibility for any unethical or irresponsible use of AI applications, regardless of whether harm occurs. Mechanisms must be established to monitor, detect, and address potential violations.
6. Continuously develop skills and knowledge related to AI technologies through ongoing training, ensuring their effective and responsible use to enhance academic and administrative efficiency.
7. Utilize AI in ways supporting environmentally sustainability, minimizing unnecessary consumption of computational resources and energy in accordance with global green computing principles.
8. Ensure strict compliance with internal and local policies and regulations regarding AI use. AI laws and regulations must be periodically reviewed to stay aligned with global best trends.
9. Prohibit the use of AI in any activity that could result in information manipulation, the spread of misinformation, human rights violations, or harmful effects on individuals or communities.

Capacity Building and AI Awareness

1. The University must provide continuous training to raise awareness among all employees and their equivalents regarding AI ethics, privacy laws, and security considerations. This ensures that all individuals working with or within the University are informed of the ethical principles outlined in this policy.
2. The University must develop mandatory training courses for students and faculty members on the responsible use of AI, with a focus on risks, ethical implications, and the broader societal impact of AI technologies.

Article Ten
General Prohibitions in the Use of Artificial Intelligence



1. University employees and their equivalents are strictly prohibited from uploading, sharing, or publishing any confidential data, proprietary information, or data protected by software systems or legal regulations—whether related to the University or any external entity—on AI tools, technologies, or platforms, except with prior written authorization from the data owner.
2. The use of AI technologies to generate or manipulate data in a manner that results in misinformation or data distortion is strictly prohibited in research, academic, or administrative contexts.
3. AI must not be used to make decisions in sensitive areas—such as University admissions, recruitment, or academic evaluations—without full human oversight to ensure fairness and transparency.
4. The use of AI in any activity that may lead to discrimination or bias against individuals or groups based on race, gender, religion, or any other personal characteristic is strictly prohibited.
5. AI technologies must not be used for illegal purposes or in ways that violate intellectual property rights, or other applicable legal frameworks—including, but not limited to, cyberattacks or unauthorized use of data.

Article Eleven

Violations and Exceptions in the Use of Artificial Intelligence

1. Failure by University employees or their equivalents to comply with this policy shall result in internal administrative and disciplinary actions, in accordance with the University's laws and regulations.
2. University employees and their equivalents who utilize AI technologies or applications are fully responsible for any risks, damages, or consequences arising from unethical or irresponsible use.
3. Any violation of this policy may subject the offender—whether a University employee or equivalent—to accountability measures and the imposition of penalties as outlined in applicable laws and regulations in the University and the host country.
4. The authorized person at the University, or his delegate, may grant exceptions to this policy in specific, justified cases. All exceptions must be clearly documented and approved.
5. Breaches of this policy will result in appropriate actions, including academic disciplinary measures for students and administrative or legal consequences for employees. Penalties will be proportionate to the severity of the violation and aligned with local and international laws regarding data protection and intellectual property rights.

Policy Review and Updates

This policy shall be reviewed and updated periodically to reflect developments in AI technologies, evolving best practices, and relevant legal and regulatory frameworks.

Contact Information

For inquiries regarding this policy, please contact the Deanship of Research and Innovation at the University at: rid@nauss.edu.sa

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