

Kobe City University of Foreign Studies, Public University Corporation Kobe – Generative AI Usage Guidelines (For faculty and administrative members)

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1. Introduction

With the advancement of generative AI technologies, efficiency in education and administrative work has significantly improved. Generative AI has the potential to be effectively utilized in a variety of contexts, including the creation of educational materials, research support, and streamlining of operations. However, its use also involves certain risks, such as violations of laws and regulations, infringement of intellectual property rights, and leakage of personal information.

This guideline outlines the fundamental principles for the safe and appropriate use of generative AI.

2. Purpose

The purpose of this guideline is to clarify the legal, ethical, and information security considerations that faculty and administrative staff of the university must observe when using generative AI (e.g., ChatGPT) in their administrative, educational, and research activities. It aims to provide a framework for the safe and effective use of generative AI.

While generative AI can contribute to improved operational efficiency and the creation of new ideas, there are risks associated with its use—such as the possibility that input data may be used for training by the service provider, potentially leading to leakage or dissemination to third parties. Additionally, depending on how the generated content is used, there is a risk of violating laws or infringing upon the rights of others.

Therefore, all users are expected to fully understand this guideline, protect the personal information of students, faculty, and members of the public, as well as confidential information both inside and outside the university, and ensure the responsible use of generative AI.

3. Scope of Application

This guideline applies to all university faculty and administrative staff members—regardless of employment status (including full-time, part-time, adjunct, temporary, and dispatched personnel)—when engaging in administrative, educational, or research activities.

The scope of application is consistent with the organizational units specified in the university's Information Security Policy and includes all departments and facilities within the university.

When handling generative AI systems that are subject to national restrictions or usage limitations, such restrictions must be strictly observed.

4. Basic Policy on the Use of Generative AI

(1) Appropriate Scope of Use:

Generative AI may be utilized to enhance operational efficiency and support educational and research activities. However, users must ensure that the purpose of use is both legal and ethical. To prevent illegal acts or misuse, generative AI should always be used within an appropriate and clearly defined scope.

(2) Application in Administrative, Educational, and Research Activities:

Generative AI can serve as an effective tool to support administrative, educational, and research activities. However, as the content generated may contain inaccuracies or biased information, users must not accept it at face value. Always verify the accuracy and reliability of such content through independent investigation and judgment.

5. Precautions When Using Generative AI

5-1. Points to Consider When Entering Data

(1) Use of Copyrighted Works:

When inputting works protected by copyright—such as texts, images, or

music—into generative AI systems, special care must be taken regarding how such works are used. If generative AI produces content that closely resembles an existing copyrighted work, the generated content may constitute copyright infringement. Before publishing or distributing any generated content, conduct a thorough review to ensure that no existing copyrights are violated, and take necessary steps to mitigate legal risks.

(2) Use of Trademarks and Designs:

Inputting logos or designs registered as trademarks or designs into generative AI systems may lead to infringement of trademark or design rights. Before using generated content for commercial purposes, verify that it does not resemble or infringe upon any third party's registered trademarks or designs.

(3) Inputting Personal Information:

Do not input personal information into generative AI systems. There is a risk that such data may be used for training by the service provider, potentially resulting in unintended disclosure or dissemination to third parties.

(4) Handling of Confidential Information:

Avoid inputting confidential information that is subject to non-disclosure agreements (NDAs) with other organizations or companies into generative AI systems, as doing so may constitute a breach of contract. Leakage of confidential information could also seriously damage the university's reputation and trustworthiness.

(5) Disabling Use of Input Data for Model Training:

For all generative AI services used within the university, settings should be configured to prevent user input data from being used to train future AI models (opt-out).

(Note: Specific procedures may vary depending on the service. Please refer to the official documentation for detailed instructions.)

5-2. Points to Consider When Using Generated Content

(1) Verification of Generated Content:

Outputs produced by generative AI are not guaranteed to be accurate. Since such content may contain factual errors or biased information, it should not be accepted without careful scrutiny. Always verify the accuracy and reliability of the content independently before using it.

(2) Risk of Copyright Infringement:

Ensure that the generated content does not infringe on the copyrights of others. Conduct a thorough review—such as using phrase searches or plagiarism detection tools (e.g., Turnitin, Copyscape)—to identify any potential violations. If the content closely resembles existing works, using it for commercial purposes may constitute copyright infringement.

(3) Risks Associated with Commercial Use:

Be aware that content generated using generative AI may not be eligible for copyright protection, depending on the service or jurisdiction. Before using such content for commercial purposes, review the terms of service and related policies to ensure it is suitable for such use and to avoid potential legal risks.

(4) Ethical Considerations:

When using generative AI, ensure that the output is ethically appropriate. Prior to use, confirm that the content does not contain any defamatory statements, discriminatory language, or inaccurate information.

6. Ethical Considerations in the Use of Generative AI

While generative AI can support academic and educational activities, it is essential that users employ it in an ethically responsible manner. Users should remain constantly aware of whether the generated content contains socially inappropriate material or infringes on the rights of others. Ethical judgment must always be exercised when using generative AI.

7. Conclusion

When utilizing generative AI in education and administrative contexts, it is essential to consider not only its convenience but also the associated legal risks and ethical responsibilities. Please follow this guideline to ensure the safe and effective use of generative AI. If you have any questions or concerns, consult with the appropriate personnel in your department or the university's legal affairs office to take appropriate action.

Generative AI technology is evolving rapidly. Accordingly, this guideline will be reviewed and updated regularly in response to changes in social conditions and technological advancements. By incorporating the latest information, we aim to support more appropriate and effective use of generative AI.