

# UW-Green Bay AI Compute Servers - Acceptable Use

Supplement to [Regent Policy Document 25-3 \(Acceptable Use of Information Technology Resources\)](#)

## Scope and authority

This supplement applies to UW-Green Bay faculty, staff, students, and sponsored collaborators who access the campus AI compute servers. It adds program-specific rules under the [Regent Policy 25-3](#) and works with all relevant Universities of Wisconsin administrative information security policies.

## Ethics and responsible use

UW-Green Bay's AI resources exist to support teaching, research, service, and operations.

- Put people first. Design and operate AI systems in ways that respect privacy, autonomy, and dignity.
- Avoid harm. Do not use AI to harass, discriminate, mislead, generate unsafe content, or to violate law or policy.
- Be fair and inclusive. Check for bias in data and outputs and take steps to reduce unfair impact.
- Be transparent. Tell users when they are interacting with AI and what it can and cannot do.
- Ask for help. When in doubt about ethics, safety, or compliance, contact GBIT before proceeding.

## Privacy, security, and monitoring

- Assume anything you enter into an AI tool on these systems could be visible to system administrators or to others with legitimate access. Models, logs, caches, prompts, outputs, and activity may be stored for troubleshooting, quality, or security review. There is no guarantee of privacy on these systems. Do not enter confidential or regulated information.
- Keep credentials secure and log out of sessions.

- Report suspected incidents to GBIT immediately and follow incident response procedures.

## Access and accounts

- Remote Desktop only. No local console use.
- No administrative rights for end users. Elevated work must be requested from GBIT.

## Permitted use

Use is limited to university mission activities where the primary purpose is artificial intelligence research, teaching, service, or operations. Examples include model inference, fine-tuning with approved datasets, agent and toolchain development, benchmarking, and course-related work. General acceptable use remains governed by RPD 25-3.

## Prohibited use

The following are not allowed on AI servers.

- Use for personal projects or private financial gain is not allowed. Examples include cryptocurrency mining, entertainment, gaming, or other activity not tied to university work.
- Circumventing security controls, password sharing, or using another person's account.
- Storage or processing that violates law or UW policy, including copyright misuse.
- All prohibitions in Regent Policy Document 25-3 remain in force, including bans on credential sharing, unlawful activity, harassment, mass unsolicited email, and intentional damage or exposure of IT resources.

## Software, models, and data

The following standards apply to any software, models, datasets, and containers used on these servers.

- All software, drivers, toolkits, and container engines are requested through GBIT for review and installation. Users do not receive local admin.
- Only reputable sources may be used for models, containers, and packages.
- Respect licenses. Do not install or use models, datasets, or weights without appropriate rights to use and redistribute.

- Data classification rules apply. Do not store or process High Risk restricted data on the AI servers. Examples include protected health information, Social Security numbers, financial account numbers, driver license numbers, and similar sensitive identifiers.
- FERPA education records are not allowed on the AI servers. Treat all student records as in scope for this ban. This includes but is not limited to names, student IDs, NetIDs, photos, audio, biometrics, grades, transcripts, course rosters, advising notes, and any log data that can directly or indirectly identify a student.
- Instructors and staff must not require students to submit personal data or education records to these servers. Do not scrape or export content from the LMS, email or collaboration tools into these servers, including course rosters, submissions, logs or chat transcripts.
  - Student work may be used only when both conditions are met:
    - The material is de-identified so that no student can be reasonably re-identified by direct or indirect identifiers.
    - The student has provided written permission that grants UW-Green Bay a non-exclusive license to use the de-identified work for the specific project purpose.
- External transfers. Do not sync or export datasets from these servers to personal cloud services or external hosts without documented approval from GBIT.
- Report any suspected exposure of student information or other restricted data to GBIT immediately. GBIT may remove datasets or stop processes that create risk.

## Intellectual Property / Ownership

Work developed on these systems is conducted under the direction of the University and governed by [SYS 1310: Copyrightable Instructions Materials Ownership, Use, and Control](#).

## Resource fairness and stewardship

- These are shared systems. Actions that threaten stability or interfere with others are not allowed.
- Do not monopolize GPUs or storage. GBIT may end long-running or idle compute that blocks others.
- Store only what you need. Archive or delete inactive datasets and checkpoints.

## Responsible AI and accountability

If you deploy agents, chatbots, or other generative AI that interact with people, you are responsible for their behavior and outputs.

- Disclosure. Clearly inform users they are interacting with generative AI and that outputs may be incorrect. Keep the disclosure visible wherever users interact with the system.
  - Suggested copy: “Powered by generative AI. Responses may be inaccurate or outdated. Do not share confidential or regulated information.”
- Human oversight. Provide a path for human review and correction for any decision that affects students or employees.
- Safety and content. Configure guardrails appropriate to the use case. Remove content that is harassing, discriminatory, or otherwise violates policy.
- Risk management. For public-facing or high-impact use, keep a brief model card on file that states intended use, training and evaluation data sources, known limitations, and your evaluation results.

## Terms of Use for user-facing AI

- Creators must provide a Terms of Use for any AI that interacts with people. Link it in the interface.
- Your Terms of Use must state at minimum:
  - Purpose and scope
  - Disclosure that the system uses generative AI and may be wrong
  - What data is collected, where it is stored, and who can see it
  - What users must not submit
  - Contact for support and incident reporting

## Brand, naming, and accessibility

Agents and interfaces represent the university.

- Use UW-Green Bay identity correctly. Place the approved mark where appropriate and follow rules on colors and logos.
- Follow UWGB web and accessibility guidance. Provide alt text, avoid autoplay media, and use clear titles and structure.

## Enforcement

Violations may result in suspension of access and enforcement under University policies, Regent Policy, and applicable law.

# Acceptance

Use of these servers signifies acceptance of this supplement to Regent Policy Document 25-3.

## *History:*

*Created UW-Green Bay AI Compute Servers - Acceptable Use, adopted October 3, 2025, following Legal review and approval.*

## *Revision:*

- *v1.0 - Initial Publication (2025-10-03)*
- *v1.1 - Added intellectual property statement referencing SYS 1310 (2025-10-14)*