SCUOLA NORMALE SUPERIORE

GUIDELINES FOR THE USE OF ARTIFICIAL INTELLIGENCE TOOLS AT THE SCUOLA NORMALE SUPERIORE

Approved by the Governing Council on 28 October 2025.

1. SCOPE OF APPLICATION

1. The guidelines herein apply to all members of the SNS community, including students, teaching and research staff, technical-administrative and library personnel, individuals holding contracts with the SNS and visiting scholars or affiliates operating within the institutional context of the SNS.
2. They govern the use of both generative and non-generative artificial intelligence (AI) tools in all activities of the SNS, including teaching, learning, research, and administrative processes.

2. GENERAL PRINCIPLES

1. The use of AI must comply with current legislation, with particular reference to:
    a. the classification and regulation of AI systems according to their level of risk, in accordance with the AI Act (Regulation EU 2024/1689) and the relevant national and regional impact-assessment regulations, with specific reference to the "Operational Guidelines for the Adoption of Artificial Intelligence Solutions with Reference to the AI Act in Tuscany";
    b. the protection of fundamental rights enshrined in the Charter of Fundamental Rights of the European Union, and compliance with privacy rules under the GDPR – General Data Protection Regulation (Regulation EU 679/2016 and implementing national decrees);
    c. the protection of intellectual property in accordance with national and international regulations;
    d. compliance with the internal regulations of the SNS, in particular the Statute and the Code of Ethics.
2. The SNS promotes a critical and responsible use of AI, understood as active human supervision and critical assessment by the user, so that AI may serve as a support to the enhancement of human intuition, creativity, critical judgment, and decision-making ability.
3. Anyone using AI tools is personally responsible for the ethical and legal implications arising from the use of generative AI and from the results obtained through it.
4. AI must be used responsibly, avoiding applications that may damage the reputation or rights of others or harm the image of the SNS. Users should promote the plurality of sources and perspectives to prevent cultural or informational biases.
5. Users must operate with transparency, explicitly declaring the contribution of AI to the creation of any output. Each result must be submitted to active human oversight through appropriate source- and content-verification procedures suited to the specific use case, and must be produced in full awareness of the risks connected to the use of AI tools.
6. When AI tools are used to generate content, it is mandatory to state clearly and recognizably whether, and to what extent, such tools have been employed in the preparation of written, visual, audio or video materials, research outputs or administrative services. This obligation does not apply to supportive activities such as grammatical revision, language simplification or automatic translation without human revision, when not intended for publication.

7. When communications are managed through a chatbot or other AI-based system, individuals must be clearly informed that they are interacting with an automated system that an automated system is being used for the interaction.
8. Users must use AI systems with particular attention to data protection, intellectual property and cybersecurity, and must always verify the terms of use and reliability of the provider. In particular:
    a. personal data, confidential or proprietary information, or content protected by intellectual property rights must not be entered into AI systems or disclosed;
    b. users must ensure that generated content does not constitute unauthorized copies or derivative works of material that is copyrighted or to which the user does not have the right.
9. Before disseminating or using AI-generated content in academic or professional contexts, users should carefully review the terms of use of the tools involved.
10. Credentials or other sensitive information must never be provided to AI systems in ways that could enable third-party misuse by third parties or create cybersecurity risks.
11. The use of generative AI systems should also take into account environmental and social impacts, optimizing computational resources and favouring models and tools that ensure high energy efficiency.

3. USE OF AI IN TEACHING AND LEARNING

1. Teaching staff may introduce the use of AI tools in their educational activities. Each lecturer independently defines their own policies and practices regarding the use of AI, including any partial or total prohibitions, and clearly indicates the permitted modalities in course syllabi, in accordance with institutional and regulatory provisions.
2. The use of AI to complete assignments or exams is not permitted unless explicitly authorized by the lecturer. When such use is allowed, students must declare their use of AI tools in their work and assessments, specifying how they were used and the results obtained.
3. When creating educational materials of any kind, teaching staff should use AI tools with a critical approach, carefully assessing and controlling the quality of AI-generated results to ensure that no inaccurate or misleading teaching content is produced.
4. Teaching staff may consider the use of AI for intelligent tutoring and the personalization of learning pathways. However, assessment must never rely solely on AI systems and must always be verified by a person.
5. Instructors wishing to detect the use of AI in students' work may employ AI detection tools, but need to take into account the limitations of such systems and must verify possible false positives through human review.
6. Checking for improper use of AI in educational and training activities falls under the responsibility of teaching staff and examination boards, particularly in verifying the authenticity of written work, theses, and exams. The monitoring of guideline implementation within individual courses is the responsibility of the heads of departments and, where applicable, course co-ordinators.

4. USE OF AI IN RESEARCH

1. The SNS welcomes the use of AI tools for research purposes, in compliance with the general principles set out in the guidelines herein.

2. Research personnel must remain aware of the limitations and potential biases of AI tools and must carefully verify the accuracy and validity of the results obtained.
3. The use of AI in research must be properly documented and disclosed in publications, dissemination activities and any other forms of academic or public engagement.
4. Researchers must give particular consideration to intellectual property aspects when using AI tools to generate original content, especially when third-party data are used as input.
5. Before submitting their work, researchers should verify the editorial policies of scientific journals concerning the use of AI.
6. The use of AI tools must be approached with particular caution in activities requiring a high degree of confidentiality, such as assessments or peer reviews, contract research, and technology transfer.
7. In particular, research personnel must assess the risk that entering data into AI systems may be equivalent to publicly disclosing ideas, potentially compromising opportunities to patent or valorise inventions in the long term.
8. If research activities involve personal data, they must be conducted in compliance with relevant laws and best practices concerning data protection — for example, through anonymization or pseudonymization.
9. Responsibility for any improper use of AI in research activities lies with individual researchers and, where applicable, with the scientific heads of research projects.

5. USE OF AI IN TECHNICAL, ADMINISTRATIVE AND MANAGEMENT ACTIVITIES

1. Staff may use AI tools to improve technical, administrative and management operations, facilitate information retrieval, automate repetitive tasks and support decision-making.
2. Staff must carefully verify the results provided by AI tools, performing appropriate checks and reviewing original sources to ensure the accuracy, reliability and transparency of the information produced.
3. The use of AI tools in technical, administrative and management activities must not rely solely on algorithmic decision-making: human input must always be integrated into the process to review, validate, or correct any automated decision.
4. The entering of personal data or non-public institutional information into AI systems must comply with applicable laws and best practices on data protection — for instance, anonymization or pseudonymization.
5. Heads of the SNS's technical-administrative structures are responsible for ensuring that AI tools are used appropriately within their respective services.

6. RISK ASSESSMENT AND CYBERSECURITY

1. The SNS adopts the AI system risk classification established by the AI Act, taking into account the varying levels of risk associated with the AI systems used or developed.
2. The use of high-risk AI systems is subject to a prior impact assessment taking into consideration their potential effects on fundamental rights, data protection, fairness of decision-making processes and the institution's reputation.
3. AI systems used or developed must ensure an adequate level of accuracy, stability and security, in compliance with the SNS cybersecurity policies.

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7. DEVELOPMENT/ADOPTION OF AI SYSTEMS AND SOLUTIONS

1. The development or adoption of AI systems by research groups, IT units or other internal actors must comply with the general principles established in the guidelines herein and with all applicable laws on ethics, security, data protection, and intellectual property.
2. When AI systems are developed internally, it is necessary to ensure:
    a. a clear description of the system's functionalities, supported by adequate technical documentation;
    b. transparency regarding algorithms and training data, with special attention to identifying potential biases and ensuring the reliability of results;
    c. compliance with cybersecurity requirements, in coordination with the relevant technical-administrative structures;
    d. the integration of human control mechanisms, particularly for systems that support or automate important decisions.
3. Any project involving large-scale AI deployment, the processing of sensitive data or adoption in critical processes (such as selection, assessment or human resource management) must undergo a preliminary ethical, legal and technical impact assessment following international best practices and, where applicable, the "Operational Guidelines for the Adoption of Artificial Intelligence Solutions in Reference to the AI Act in Tuscany."
4. When using third-party AI solutions (commercial or open-source), it is necessary to:
    a. verify their regulatory compliance;
    b. carefully examine license terms, data management policies, and the reliability of the provider;
    c. where possible, favour solutions that guarantee a high level of energy efficiency, accessibility and accountability.
5. Personnel involved in the development or adoption of AI systems must receive adequate training on the ethical, legal and and technical aspects of artificial intelligence use.

8. TRAINING AND AWARENESS

1. The SNS promotes digital literacy and life-long learning regarding artificial intelligence for all members of its community, with the goal of fostering a conscious and responsible use of such technologies. It also provides specific training programmes for staff members with key roles in the use of AI systems.
2. The SNS supports equitable access to AI tools across all components of the academic community, promoting gender equality and cultural diversity and preventing the reproduction or amplification of existing social biases.

9. GOVERNANCE AND MONITORING

1. The SNS commits to monitoring and periodically updating the guidelines herein in line with technological and regulatory developments, through the establishment of a Commission for Artificial Intelligence.
2. Upon recommendation of the said Commission, working groups may be formed to address specific issues related to AI in various institutional contexts.

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10. ENTRY INTO FORCE

1. The guidelines herein enter into force upon approval.
2. A six-month trial period is to follow their coming into force, during which it will be possible to collect feedback, suggest additions or amendments and test the practical application of the provisions in real contexts. At the end of this period, the guidelines may be updated based on the findings and feedback received.