

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

Approved by the Academic Senate at its meeting on 28 October 2025.

1. SCOPE

1. These Guidelines apply to all members of the Scuola community, including students, teaching and research staff, technical, administrative and library staff, persons under contract with the Scuola, as well as visiting persons and persons working under agreements within the Scuola's environment.
2. They govern the use of generative and non-generative artificial intelligence (AI) tools in all Scuola activities, including teaching, learning, research and administrative processes.

2. GENERAL PRINCIPLES

1. AI must be used in compliance with applicable legislation, with particular reference to:
 - a. the classification and regulation of AI systems according to risk under the AI Act (EU Regulation 2024/1689), and impact assessment pursuant to national and local regulations, with particular reference to the 'Operational guidance 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 respect for privacy under the GDPR - General Data Protection Regulation (EU Regulation 2016/679 and national implementing decrees);
 - c. the protection of intellectual property under relevant national and international legislation;
 - d. compliance with the Scuola's regulations, with particular reference to its Statute and Code of Ethics.
2. The Scuola promotes a critical and responsible use of AI, understood as active oversight and critical review by users, so that AI may serve as a support for enhancing human insight, creativity, critical judgement and decision-making abilities.
3. Users of AI tools are 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 uses that may harm the reputation or rights of other persons, or uses detrimental to the image of the Scuola, while encouraging a plurality of sources and ideas in order to avoid cultural and informational bias.
5. Users must use AI transparently and explicitly disclose its contribution to the creation of the output. Every output must be subject to active oversight, through source- and content-verification procedures appropriate to the use case, and must be produced with full awareness of the risks associated with the use of AI tools.
6. Where AI tools are used to generate content, it is necessary to state explicitly and recognisably whether, and to what extent, such tools were used in preparing papers, research, textual, visual, audio or video content, as well as administrative services. This requirement does not apply to supporting activities such as grammar checking, language simplification, or unrevised machine translation not intended for publication.
7. Where interactions are handled through a chatbot or another AI system, the person concerned must be clearly informed that the communication is taking place with an automated system.
8. Users must employ AI systems with due regard for personal data protection, intellectual property and cybersecurity, and must always verify the terms of use and the reliability of the provider of the solutions used. In particular:
 - a. personal data, confidential or restricted information, or information subject to intellectual property rights must not be entered into or disclosed through AI systems;
 - b. users must ensure that generated content does not constitute unauthorised copies or adaptations of copyright-protected material or material for which they do not hold the rights.

9. Before publicly sharing or using generated content in academic or professional contexts, the terms of use of the tools employed should be carefully reviewed.
10. Credentials or other information that could enable AI systems to become vectors for malicious use by third parties or create cybersecurity risks must not be provided to such systems.
11. The use of generative AI systems must take environmental and social impacts into account, optimising the use of computing resources and favouring models and tools that ensure high energy efficiency.

3. USE OF AI IN TEACHING AND LEARNING

1. Teaching staff may introduce AI tools into teaching activities. They independently establish their policies and practices for the use of AI, including any partial or total prohibitions on the use of such tools, and clearly set out the permitted methods of use in course programmes, in accordance with applicable practices and regulations.
2. The use of AI to complete assignments or examinations is not permitted unless explicitly authorised by teaching staff. Where it is permitted, students must disclose the use of AI tools in assignments and examinations, specifying how they were used and the results obtained.
3. When producing teaching material of any kind, teaching staff shall use AI tools critically, carefully assessing and checking the quality of AI-generated results to ensure that no inaccurate or misleading educational content is produced.
4. Teaching staff may consider the use of AI tools for intelligent tutoring and the personalisation of learning pathways. Assessment may not be entrusted exclusively to AI systems and must be verified by a human being.
5. Teaching staff seeking to identify the use of AI in content produced by students may check work using AI-detection tools, but must take the limitations of such tools into account and verify any false positives through human review.
6. Oversight of the improper use of AI in teaching and training activities falls to teaching staff and examination boards with regard to verifying the authenticity of assignments, theses and examinations. Monitoring the application of these Guidelines within individual courses is the responsibility of the Faculty Deans and, where applicable, course coordinators.

4. USE OF AI IN RESEARCH

1. The Scuola is open to the use of AI tools for research purposes, in accordance with the general principles set out in these Guidelines.
2. Research staff must be aware of the limitations and potential bias of AI tools and carefully verify the results obtained.
3. The use of AI tools in research must be properly documented and disclosed in publications, dissemination and public-engagement activities, and in every other form of interaction with the academic community and the public.
4. Research staff shall carefully assess intellectual-property issues when using AI tools to generate original content, particularly where third-party data are entered as input.
5. Research staff shall check the editorial policies of scientific journals regarding the use of AI before submitting their work.
6. The use of AI tools must be considered with great care for activities requiring a high degree of confidentiality, including, by way of example, assessment or peer-review activities, third-party commissioned activities, and technology-transfer activities.
7. In particular, research staff must assess the risk that entering data into AI tools could be regarded as making ideas public, thereby jeopardising the opportunity to patent and exploit an invention in the long term.

8. Where research involving personal data is necessary, it must be conducted in compliance with applicable rules and good practices on personal-data protection, such as, by way of example, anonymisation or pseudonymisation.

9. Responsibility for any improper use of AI in research activities lies with the individual researchers and, where applicable, the scientific leads 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 activities, facilitate information retrieval, automate repetitive tasks and support decision-making.

2. Staff shall carefully verify the results provided by AI tools, carrying out the necessary checks and consulting the original sources, in order to ensure the accuracy, reliability and transparency of the information produced.

3. The use of AI tools in technical, administrative and management activities is subject to the requirement that decisions must not be made exclusively by algorithms. Decision-making processes must always include human input capable of reviewing, validating or correcting automated decisions.

4. Personal data or non-public organisational information may be entered into AI tools only in compliance with applicable rules and good practices on personal-data protection, such as, by way of example, anonymisation or pseudonymisation.

5. Heads of the Scuola's technical and administrative units shall ensure the compliant use of AI tools in the services provided.

6. RISK ASSESSMENT AND CYBERSECURITY

1. The Scuola adopts the AI-system risk classification established by the AI Act, taking into account the different levels of risk associated with the systems used or developed.

2. The use of high-risk AI systems is subject to a prior impact assessment considering their potential effects on fundamental rights, data security, the impartiality of decision-making processes and the institution's reputation.

3. AI systems used or developed must ensure an adequate level of accuracy, robustness and security, in accordance with the Scuola's cybersecurity provisions.

7. DEVELOPMENT/ADOPTION OF AI SYSTEMS AND SOLUTIONS

1. The development or adoption of artificial-intelligence systems by research groups, IT staff or other internal parties must comply with the general principles set out in these Guidelines and with applicable legislation on ethics, security, personal-data protection and intellectual property.

2. Where AI systems are developed internally, it is necessary to ensure:

- a. a description of the system's functions, accompanied by adequate technical documentation;
- b. transparency regarding algorithms and training data, with particular attention to identifying potential bias and ensuring the reliability of results;
- c. compliance with cybersecurity requirements, in coordination with the technical and administrative unit responsible for cybersecurity;
- d. the integration of human-control mechanisms, particularly for systems that support or automate significant decisions.

3. Any project to develop or adopt AI solutions that involves large-scale use, the processing of sensitive data, or adoption in critical processes (e.g. selection, assessment, resource management, etc.) must undergo a preliminary ethical, legal and technical impact assessment in accordance with international good practices and, where applicable, the 'Operational guidance for the adoption of Artificial Intelligence solutions with reference to the AI Act in Tuscany'.

4. Where solutions developed by third parties (commercial or open source) are used, it is necessary to:

- a. verify their regulatory compliance;
 - b. carefully examine licensing terms, data-processing policies and the provider's reliability;
 - c. where possible, favour solutions that ensure a high level of energy efficiency, accessibility and accountability.
5. Staff involved in developing or adopting AI systems must receive adequate training on the ethical, legal and technical aspects associated with the use of artificial intelligence.

8. TRAINING AND AWARENESS

1. The Scuola promotes digital literacy and continuous learning in artificial intelligence (AI) for all members of its community, in order to foster the informed and responsible use of such technologies. It also provides specific training pathways for staff who hold key roles in the use of AI systems.
2. The Scuola promotes equitable access to AI tools for all members of the academic community, fostering gender equality and cultural diversity and avoiding the reproduction or amplification of biases present in society.

9. GOVERNANCE AND MONITORING

1. The Scuola undertakes to monitor and periodically update these Guidelines in line with technological and regulatory developments through the appointment of an Artificial Intelligence Committee.
2. On the recommendation of that Committee, specific working groups may be established to address particular AI-related topics in the various fields.

10. ENTRY INTO FORCE

1. These Guidelines shall take effect upon approval.
2. A six-month trial period from the date of entry into force is envisaged, during which comments may be collected, additions or amendments proposed, and the practical application of the provisions tested in real-world contexts. At the end of the trial period, the Guidelines may be updated in light of the feedback received.