

**1.14 ARTIFICIAL INTELEGENCE (AI) POLICY**  
**APPENDIX A - GENERATIVE AI DO'S AND DON'TS GUIDELINES**

Do:

- Provide clear instructions and experiment with prompts.
- Ask open-ended questions and provide context.
- Always personally review and edit AI-generated content.
- Use AI tools only on secure networks.
- Indicate use of AI tools by properly citing AI sources.
  - For more info about how to cite AI sources, refer to the [MLA Style Center post about citing generative AI](#).

Don't:

- Share personal, restricted, or confidential information.
- Use for any decision-making purposes; humans must make all decisions.
- Rely blindly on responses; verify critical information.
- Violate copyright protections or plagiarize.
- Use AI for tasks requiring a professional license or certificate.