

AI Applications Use Policy Handbook

Internal Governance, Controls, and Responsible Use Framework

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Quick Summary (Read First)

- AI is a supporting tool, not a substitute for human judgment or accountability.
- Never input sensitive or personally identifying data into external/public AI tools.
- Verify facts, sources, and quotations before publishing or submitting any output.
- Disclose AI use when content is published or submitted officially, as required by these policies.

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1. Purpose and Objectives

This handbook establishes a clear and responsible institutional framework for using AI applications—particularly generative AI—within Digital Al-Jazari’s operations. The goal is to maximize public benefit, reduce risks, protect the organization’s reputation, safeguard individual rights and intellectual property, and improve the quality of research, educational, and media outputs.

These policies are grounded in good governance, respect for human dignity, scientific integrity, and the delivery of knowledge that can be verified. AI is treated as an assisting tool and never a replacement for human judgment and professional responsibility.

- Align AI use with Digital Al-Jazari’s mission of responsible innovation and human impact.
- Protect privacy and sensitive data; prevent unauthorized disclosure to third parties or platforms.
- Strengthen integrity and content quality; reduce risks of misinformation, plagiarism, deepfakes, and algorithmic bias.
- Standardize disclosure and documentation for AI use across research, education, media, and administration.
- Define accountability, review mechanisms, continuous improvement, and responses to violations.

2. Scope of Application

These policies apply to all staff and collaborators working with Digital Al-Jazari, including management, researchers, editors, trainers, content and media teams, volunteers, consultants, contractors, and any party using AI tools for institutional activities or in the organization’s name.

3. Key Definitions

The following definitions are used throughout this handbook:

Term	Definition
Generative AI Applications	Tools capable of producing text, images, audio, code, or generated data based on machine-learning models.
Sensitive Data	Any personal, financial, legal, medical, unpublished intellectual property, security-related information, or any data whose disclosure could cause harm.
Disclosure	Explicitly stating AI use when producing or improving any output that is published or formally submitted.
Outputs	Any deliverable produced or submitted in Digital Al-Jazari’s name: reports, articles, forms, courses, visuals, posts, datasets, code, etc.

4. Governing Principles

- **Accountability:** The human user remains fully responsible for accuracy, legality, and impact.
- **Transparency:** Disclose AI use for publication or formal submission and clarify limitations.
- **Safety:** Avoid uses that cause harm, misinformation, discrimination, or rights violations.
- **Privacy:** Do not input sensitive data into tools without institutional control or contractual safeguards.
- **Quality and Verification:** No output is published before human verification of facts, sources, and quotations.
- **Fairness and Non-Discrimination:** Identify and mitigate algorithmic bias as far as possible.

Do / Don't (Practical Rule)

DO: Use AI to improve clarity, structure, and productivity—then verify and edit as a human.

DON'T: Treat AI outputs as “ready-to-publish” facts or sources, and never fabricate references.

5. Governance, Roles and Responsibilities

Digital Al-Jazari implements a practical three-level governance model:

- **Approval and Endorsement:** Senior management approves these policies and any updates.
- **Review and Compliance:** The editorial/quality team reviews outputs, verifies disclosures, and ensures compliance before publication.
- **Day-to-Day Implementation:** All users follow controls and report risks or violations immediately.

6. Permitted Uses

AI tools may be used within the following limits, subject to human review and disclosure when required:

- Language and style improvement, summarization, title creation, restructuring, and outlining.
- Brainstorming ideas; generating initial drafts for training questions, templates, and working matrices—with content validation.
- Programming assistance: explaining code, proposing solutions, drafting experimental snippets—subject to security and quality review.
- Initial descriptive analysis of non-sensitive data and early-stage categorization—never a substitute for scientific analysis.
- Concept-level design of non-sensitive visuals, while respecting rights and avoiding any unauthorized use of private data.

7. Prohibited Uses

The following are strictly prohibited:

- Entering or sharing any sensitive or personally identifying information (names, IDs, addresses, financial/medical/legal data, private correspondence) in external AI tools.
- Producing or publishing misleading content, impersonation, or deepfake content used to deceive or defame.
- Inventing references, misquoting sources, or providing unverified information as fact.
- Using AI to generate research results, conclusions, or scientific claims without genuine research work and traceable documentation.
- Copyright infringement: copying protected materials, reproducing unlicensed content, or bypassing access restrictions.
- Any use that violates applicable laws, donor/partner policies, or exposes the organization's reputation to risk.

8. Research and Scientific Publishing Controls

AI may be used as an assisting tool at limited stages and must not replace the role of the researcher or editor. Acceptable uses include:

- Language polishing, terminology harmonization, and formatting tables and headings.
- Proposing article structures (Introduction/Methods/Results/Discussion) without inventing results or sources.
- Summarizing literature only if the original sources are reviewed and verified before citation.

Unacceptable uses (integrity violations) include:

- Generating substantial parts of results, discussion, conclusions, or methodology without genuine research work and clear attribution.
- Creating fake references, experimental data, or non-existent quotations.
- Submitting fully AI-generated work as original human-authored work without disclosure.

Disclosure Requirement (Research)

When AI is used, include a dedicated disclosure section (or footnote/appendix) stating:

- Tool name(s)
- Purpose (e.g., language editing, structuring)
- Scope/limitations
- Human verification steps

9. Digital Learning and Training Controls

Digital Al-Jazari ensures educational outputs are accurate, safe, and audience-appropriate:

- AI may generate drafts of questions, scenarios, or examples, but final versions require subject-matter review.
- Assessments should reduce cheating and strengthen real learning (varied questions, applied wording, performance-based evaluation).
- Any AI-assisted educational content must pass a checklist: accuracy, suitability, non-bias, and privacy protection.

10. Media and Public Content Controls

Because public content shapes trust and reputation, stricter review rules apply:

- No news, claims, or statistics may be published without verification from a traceable, reliable source.
- Do not create visuals or clips that suggest events that did not happen, or attribute statements without evidence.
- When AI is used in design or editing, ensure the rights to images, fonts, and visual elements are respected.

11. Privacy and Data Protection

Digital Al-Jazari follows the principles of “minimum necessary data” and “no default sharing” when using AI tools.

A simplified data classification is used:

Classification	Examples	Rule
Public	Officially published information; general texts; publicly available marketing materials.	Permitted with review and verification.
Internal	Unpublished drafts; internal procedures; internal work plans.	Permitted with caution; do not share identifiers or trade secrets.
Sensitive/Confidential	Personal data; correspondence; contracts; legal/financial	Prohibited in external AI tools; use only in approved secured environments if available.

	information; unpublished documents.	
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Minimum required protection measures include:

- Do not paste contract, complaint, legal, or identifying information into public tools.
- Remove identifiers before using any tool (mask names, numbers, addresses).
- Use institutional accounts where possible; enable MFA; review permissions for plug-ins and add-ons.
- Archive important outputs in an organized institutional repository with basic provenance documentation.

12. Intellectual Property and Copyright

- Do not copy or republish copyrighted material without permission or licensing.
- Do not use AI to recreate third-party content in a way that approximates copying or plagiarism.
- When using external materials (images/charts/text), document the source and license (if any) before publishing.

13. Disclosure and Documentation

Disclosure strengthens credibility and does not diminish the value of the work. When publishing or submitting officially, use the following disclosure elements:

- AI tool name(s) used (if any).
- Purpose of use (language editing, summarization, structuring, design, descriptive analysis).
- Scope/limitations and what was performed by humans.
- Verification and review steps taken prior to approval.

14. Risk Management and Quality Assurance

Before approving any AI-assisted output, at minimum:

- Fact-check: verify names, dates, and figures against primary sources.
- Reference-check: do not cite any reference unless confirmed to exist and be relevant.
- Bias-check: ensure language is inclusive and does not discriminate by gender, nationality, belief, etc.
- Reputation-check: ensure alignment with institutional values and avoid harm.
- Keep a lightweight record: retain review notes and the disclosure statement where needed.

15. Reporting Violations and Corrective Actions

Violations are treated seriously under a proportionality principle. Possible actions include:

- Withdraw or revise published content with a correction notice where necessary.
- Mandatory retraining on policies, privacy, and integrity.
- Restrict AI-use permissions or temporarily suspend publishing/submission privileges.
- Administrative or legal measures depending on the nature and impact of the violation.

Reports are received via official organizational channels, with confidentiality and protection for reporters where possible.

16. Training and Capacity Building

- Periodic training on responsible AI use, AI ethics, and verification practices.
- Short procedural guides tailored for teams (editing, research, media, education, technical).
- Regular review of approved AI tools and updates to permitted-use lists.

17. Review and Updates

These policies are reviewed periodically or when significant changes occur in tools, risks, or regulatory requirements. Any updates are issued as a new version and communicated internally.

Annex A: AI Use Disclosure Template

Output title	
Release/Publication date	
AI tool(s) used	
Nature of use (editing / summary / structuring / design / descriptive analysis / other)	
Human contribution (what was done by humans)	
Verification & review steps	

Name/Title: _____ Signature: _____

Annex B: Pre-Publication Checklist

- Have all facts, numbers, and claims been verified against primary sources?
- Are all references real, correct, and consulted before citation?
- Does the content contain any personal or sensitive data (text or attachments)?
- Is the language balanced and free from discrimination or bias?
- Has AI use been disclosed where required?
- Has the final version been approved by the responsible editor/content owner?

Approval

This handbook is adopted as a binding internal policy document for Digital Al-Jazari.

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