

Amplify Generative AI Use Policy

Amplify is a versatile and secure generative ai chat platform built by the Vanderbilt Generative AI team that enables private access to Large Language Models (LLMs) in a platform agnostic way, allowing for integration of models from multiple vendors such as Anthropic, Amazon, and OpenAI. With strict adherence to Vanderbilt's cybersecurity standards and data use protocols, Amplify's key features include Retrieval Augmented Generation, which allows document-based queries without repeated uploads, and "Sources & Citation," which increases transparency by citing document snippets used in responses, and an interactive custom Assistant creator.

The platform offers full-context window access for comprehensive interactions, combining answers from multiple prompts into one unified response, and supports a range of document formats for user convenience. Amplify also provides organizational tools such as prompt templating, conversation sharing within the Vanderbilt community, diagramming, data visualization, export options, and workspace management to streamline user experience and enhance productivity.

While Amplify is a powerful tool, it must be used responsibly. As such, you are expected to read this use policy carefully and ensure that you fully understand what Amplify can—and cannot—do for you. In particular, it is imperative that you ensure your use of Amplify does not unintentionally disclose sensitive and confidential information. Additionally, keep in mind that Amplify, like all AI tools, may present erroneous or even illegal responses to your queries. It remains your obligation to ensure that Amplify is used in a responsible manner.

Failure to comply with this use policy may result in disciplinary, or potentially legal action.

This policy may be updated as Amplify continues to grow and evolve.

SCOPE

This policy governs the use of Amplify by authorized staff, faculty, students, and researchers (the "Vanderbilt community") in the performance of their functions for or on behalf of Vanderbilt. Because this policy may be updated from time to time, Vanderbilt community members will be asked to review the most recent version of this Policy before the start of each fall and spring semester, as well at the start of the summer break. Any questions regarding this policy can be directed to amplify@vanderbilt.edu.

DEFINITIONS

"Amplify" means the machine-based tool provided by Vanderbilt to consider user questions, prompts, and other inputs to generate a human-like output. Amplify may, at Vanderbilt's discretion, integrate standalone offerings such as ChatGPT, Bard, or other platforms. Access to such standalone offerings via Amplify will be arranged by Vanderbilt on your behalf and to the extent any additional policies or rules apply to the use of such standalone offerings, those policies and rules will be provided for your review.

“Confidential Information” means any business or technical information or research result belonging to Vanderbilt, a Vanderbilt community member, collaborators or other third parties, that is not publicly known or that has been provided or received under an obligation to maintain the information as confidential. Confidential Information also includes non-public Personal Information. Please note that at this time, while Protected Health Information (“PHI”) is confidential information, PHI should NOT be accessed via Amplify.

“Data Classification Policy” means Vanderbilt’s Administrative Policy entitled “Data Classification Policy” defining a categorization of Vanderbilt data and information according to its level of risk, value, and criticality to the University. (available, <https://cdn.vanderbilt.edu/vu-URL/wp-content/uploads/sites/352/2021/03/19225810/Data-Classification-Policy-05.11.2020.pdf>). A summary of the Data Classification Policy can be found in the Data classification guidance. (available, <https://www.vanderbilt.edu/cybersecurity/guidelines/data-classification/>).

“Personal Information” means any information that, whether alone or in combination with other available information, identifies, relates to, describes, is reasonably capable of being associated with, or could reasonably be linked, directly or indirectly, to an individual.

POLICY

Vanderbilt expects all Vanderbilt community members to follow these guidelines when using Amplify for teaching and learning, research, and work-related functions:

At this time, you may input information that is classified as Levels 1, 2, or 3 within the Data Classification Policy, except that PHI and/or HIPAA data may NOT be uploaded to Amplify. Level 4 data may NOT be uploaded to Amplify. However, if the data in question is subject to additional confidentiality obligations, such as a data use agreement with a third party that prohibits use of AI technologies or attorney-client privilege, such data may not be uploaded to Amplify. For example, a contract with a third party to access a data set may prohibit you from uploading that information to an AI system, even though it would otherwise only qualify as Level 2 data. Such data may not be uploaded to Amplify.

If you are unsure whether where your data falls within the Data Classification Policy, please seek assistance by contacting amplify@vanderbilt.edu. Remember that certain data may not be confidential by itself but may become confidential when combined with other information.

KEEP IN MIND: Certain sharing capabilities within Amplify may permit others to access the data you upload to Amplify. You may not share an instance of Amplify that has access to Confidential Information with individuals with whom you would not share the underlying data.

Do not input information that violates IP or general contract terms and conditions: Vanderbilt community members must be aware of the terms and conditions under which they are using

Amplify. All members of the Vanderbilt community must respect IP rights. Moreover, when using Amplify, review outputs carefully to ensure you are respecting third party rights, such as copyright and patent laws. You are required to abide by any laws, regulations, publication standards, etc. that mandate the disclosure of your use of AI tools when incorporating output generated by Amplify in your work.

Additionally, you must take reasonable steps to confirm the accuracy of Amplify output. The Amplify system has been intentionally designed to allow users to adjust its performance and output. Depending on your settings, the risk of “hallucinations” or other erroneous information may be substantial. Check your work carefully—you are responsible for any Amplify-generated content you rely on, share, or publish.

In a similar way, check Amplify’s output for illegal content. Amplify’s responses will be generated based on user settings, query structure, uploaded data, and other factors that may be beyond a user’s control. Please be aware of relevant rules and regulations regarding discrimination, harassment, bias, or other concerning output. Your use of Amplify remains subject to Vanderbilt’s standards of conduct (available at <https://vanderbilt.edu/compliance/files/standards-of-conduct.pdf>), and the University’s equal opportunity, nondiscrimination, anti-harassment, and affirmative action policies.

Do not use Amplify to produce malicious content: Vanderbilt community members are prohibited from using Amplify to generate malicious content, such as malware, viruses, worms, and trojan horses that may have the ability to circumvent access control measures put in place by Amplify, or any other third-party entity, to prevent unauthorized access to their respective networks.

GENERATIVE AI AND RESEARCH

The policies above apply to all Vanderbilt research activity. In addition, the following considerations and policies also extend to all research activity using Amplify:

Follow all policies of journals, grant funding organizations, or other societies applicable to your research. Keep in mind that these standards are frequently evolving and what may have been acceptable conduct in the past may now violate an important condition for publication. You should strive to follow your field’s best practices when employing Amplify in your research.

If you are asked to peer review the work of others, please be sure you are permitted to use AI tools before employing Amplify.

Researchers should disclose any relevant use of Amplify when disclosing inventions or innovations to the Center for Technology Transfer and Commercialization.

Finally, all Vanderbilt research remains subject to applicable research integrity policies and the faculty manual.