

Use of Artificial Intelligence (AI) Tools

UCF IT supports the use of Artificial Intelligence (AI) tools and recognizes their potential to enhance productivity and streamline university data management practices. Equally important, however, is ensuring that information processed by these tools remains secure, compliant with state and federal requirements, and protective of sensitive third-party data such as copyrighted materials, patents, and research data entrusted to the university.

Applicable UCF Policies

While UCF does not currently maintain a standalone “AI Policy,” several existing university policies govern the appropriate and secure use of Artificial Intelligence. [UCF Policy 4.008](#) outlines minimum protections for information at varying levels of sensitivity. [UCF Policy 4.014](#) requires a [vendor risk assessment](#) prior to use or purchase of cloud-based tools involving restricted or highly restricted data.

Accordingly, UCF-IT’s official statement on AI is as follows:

*The use of Artificial Intelligence (AI), including Generative, Conversational, Agentic, etc., at the University of Central Florida must adhere to UCF’s established **Data Governance Standards**. All AI-related activities—such as data input, processing, and output—must comply with university policies on data classification, privacy, security, and ethical use.*

Enterprise Agreements

The key component to safeguarding UCF data is the establishment of **enterprise agreements** with AI vendors. These agreements ensure that university data is protected and not used to train external large language models (LLMs). With an appropriate contractual framework, AI tools may be approved for use with even highly restricted data.

Where enterprise agreements cannot yet be established, UCF IT is expanding its infrastructure to provide access to AI tools within UCF-sanctioned cloud environments. These environments help ensure privacy, compliance, and ethical standards while enabling the university community to benefit from AI capabilities. To explore these options, departments and individuals are encouraged to request [consultation with UCF IT](#).

Additional Resources

The UCF [AI for All](#) website offers additional guidance to students, faculty, and staff, including resources on ethical and responsible use, available courses, events, and public domain AI tools.

Common AI Tools by Data Classification

The tables below outline commonly requested AI tools and their approved usage based on data classification.

CHAT / AGENTS:

TOOL	UNRESTRICTED	RESTRICTED	HIGHLY RESTRICTED (non-CUI / Export Controlled)
Microsoft Copilot Chat <i>Must be signed with UCF NID under "work or school" account to keep data in UCF's tenant.</i>	✓	✓	✓
ChatGPT	✓	✗	✗
Claude	✓	✗	✗
Gemini	✓	✗	✗
Grok	✓	✗	✗
NotebookLM	✓	✗	✗
Perplexity AI	✓	✗	✗
DeepSeek <i>Banned at public institutions in Florida by state legislature</i>	✗	✗	✗
OpenClaw/MoltBot <i>Insecure platform not approved for use on any university systems</i>	✗	✗	✗

CODING TOOLS:

TOOL	UNRESTRICTED	RESTRICTED	HIGHLY RESTRICTED (non-CUI / Export Controlled)
Microsoft Github Copilot Cli Approved for use only when signed into a UCF GitHub Enterprise organization and are covered by a GitHub Copilot Business/Enterprise license.	✓	✓	✓
VSCoDe with agents Approved for use only when signed into a UCF GitHub Enterprise organization and are covered by a GitHub Copilot Business/Enterprise license..	✓	✓	✓
Claude Code	✓	✗	✗
Google Antigravity	✓	✗	✗
OpenAI Codex	✓	✗	✗
Cursor	✓	✗	✗
Windsurf	✓	✗	✗

PRODUCTIVITY TOOLS:

TOOL	UNRESTRICTED	RESTRICTED	HIGHLY RESTRICTED (non-CUI / Export Controlled)
Microsoft 365 Copilot <i>Must be signed with UCF account to keep data in UCF's tenant.</i>	✓	✓	✓
Claude Co-work	✓	⊖	⊖
Claude for Excel	✓	⊖	⊖
OpenAI Prism <i>Note the university licenses Overleaf for LaTeX. Research papers are confidential prior to publication and should not be placed into any public tool.</i>	✓	⊖	⊖
Otter.ai <i>Shares info with third parties</i>	⊖	⊖	⊖
Fireflies.ai <i>Shares info with third parties</i>	⊖	⊖	⊖