Icahn School of Medicine at Mount Sinai Policy: Using Artificial Intelligence in Teaching, Learning, and Discovery

Approved - September 2025

Policy Summary	
Overview	Artificial Intelligence (AI) is transforming the way we teach, learn, conduct research, practice our professions, and engage in daily activities. As these tools become increasingly embedded in educational and research environments, their use must be guided by ethics and privacy for the responsible advancement of learning and scholarship.
Purpose	The Icahn School of Medicine at Mount Sinai (ISMMS) recognizes the need for its students, staff, and faculty to engage effectively, ethically, transparently, and appropriately with AI across academic, clinical, and research contexts.
Approval	This policy has been developed in collaboration with leadership from the Graduate School, Medical Education, and Scholarly & Research Technologies. This policy has been reviewed and approved by the Graduate School of Biomedical Sciences' Curriculum Committee, the Academic Affairs Steering Committee, and the Executive Education Committee of the MD Program at the Icahn School of Medicine at Mount Sinai.
Implementation	All individuals are responsible for understanding and applying this policy within their practices, as well as in applicable courses, modules, clerkships, clinical learning spaces, teams, and departments.
Maintenance	This policy will be reviewed annually by the AI Committee on Teaching, Learning, and Discovery, who will recommend updates to leadership for approval.

Introduction:

Artificial Intelligence (AI) is transforming every aspect of higher education, from how we teach and learn to how we conduct research and deliver clinical care. ISMMS is committed to embracing these innovations to enhance education, research, patient care, and the overall student experience. To equip our community for these rapid changes, we developed this policy to align with the Academic Integrity standards in the Graduate and Medical Student Handbooks.

We recognize that AI features are already part of our daily workflows and must be used responsibly. Because AI can introduce bias, discrimination, and risks to sensitive data, it is important to foster open dialogue among students, faculty, and staff to explore its potential and understand its limitations while safeguarding ethics and academic rigor and patient care.

Everyone must engage thoughtfully with AI tools and seek instructor, module or clerkship director, or supervisor guidance before beginning AI use in academic, clinical, or research work where it is not explicitly permitted and whenever uncertainties arise.

Student Use of AI:

Expectations

Students are expected to uphold the highest standards of academic honesty and professionalism by committing to:

- Ensure the academic integrity of the student's own work
- Reflect their understanding of the content in their work
- Comply with all institutional policies, including those related to academic integrity, professionalism, and privacy and patient confidentiality regulations (e.g. FERPA and HIPAA)
- Read and abide by the AI terms of use or attestations required for any licensed/subscription resources
- Grow their AI literacy by understanding the mechanism, as generative AI reflects data patterns not true reasoning, and apply ethical and critical thinking to verify its output for bias and accuracy

Use in Learning Activities

Use of AI tools for learning activities is at the discretion of the director of the instructional unit (e.g. course, module, clerkship or clinical rotation, or any other curricular element). Students should discuss proposed use of AI for assignments, reports, or other course-related work both inside and outside of the classroom with the director of the instructional unit prior to proceeding. Although it is the director's responsibility to document this discussion and the decision, students may benefit from retaining their own documentation of the decision. Students should discuss proposed use of AI for assignments, reports, or other academic or clinical learning work with the responsible director prior to proceeding.

AI-enhanced or generated content must be appropriately disclosed and cited. Students should identify the tool used. The instructor may also require students to provide the inputs and outputs used with the AI tool. Unauthorized or undisclosed use of AI is a violation of academic integrity and will be treated in accordance with institutional procedures.

Use in Assessment

Use of generative AI tools during exams, quizzes, take-home tests, clinical write-ups, patient notes, or any other graded assessments is strictly prohibited unless clearly permitted in the syllabus, course/module information sheet, or assessment instructions by the relevant instructor, module director, or clerkship director.

Use in Research or Scholarly Projects

Students should discuss proposed use of AI in research or scholarly projects with their mentor or supervisor. Data security and agreements associated with individual accounts on public AI platforms do not ensure confidentiality of materials. Students must not enter their own or others' unpublished or experimental data, grant proposals, proprietary or copyright-protected information, or confidential material into public AI platforms. Nor should these materials be entered into a Mount Sinai-licensed AI platform, such as the ISMMS instance of ChatGPT Edu, without examining terms and conditions, consent under which the data was collected, risk assessment, de-identification or other mitigation strategies, and permission from collaborators. See the section on Data Privacy and Security for details.

Any AI used in research writing (e.g., manuscripts, abstracts, grant proposals) must be approved by the faculty advisor or principal investigator (PI) and align with the research funding agency or publisher guidelines. Documenting advisor approval using a tool such as the Mentor – Learner Agreement Regarding Use of Generative AI should be maintained by the student. Misuse of AI in research may constitute a breach of the School's Policies and Procedures on Ethical Practices in Research.

Protecting Data and Intellectual Property

- Everyone at Mount Sinai is responsible for securing private data and intellectual property. Nothing private or belonging to others should ever be uploaded to personal accounts or public AI platforms. With appropriate permissions and controls, some materials may be uploaded with permission to AI tools licensed by Mount Sinai.
- As this policy cannot detail every example, it is critical that students learn how to engage with data or content owners to get clarification on what is acceptable. Students must not upload any of the following to any AI platform, even a Mount Sinai-licensed platform, without permission from data owner or proper consent if applicable: unpublished, experimental or research data that needs to be kept private (data they have generated, data generated by a collaborator, or data included in a document for peer review)
- Protected Health Information (PHI) or sensitive information as defined below
    - PHI, patient identifiers, or clinical records, whether de-identified or not, are subject to HIPAA regulations and institutional data security policies. Any AI use in projects involving clinical data must have the approval of the responsible investigator and the Institutional Review Board (IRB) if applicable
    - In modules, clerkships, and patient care learning environments, students must not upload, reference, or analyze Protected Health Information (PHI) in any public AI platform. Any use of AI in relation to patient care, patient records, or clinical data requires explicit approval from the supervising physician, the clerkship or module director, and, where applicable, the IRB.
    - Sensitive information must be protected from unauthorized access due to its confidential, personal, or legally protected nature, (e.g., financial details, student records, or personal identifiers)

- Intellectual property (IP), original work (e.g., writings, inventions) protected or eligible for protection under copyright, patent, or trademark law.
    - Faculty-generated course materials, including lecture slides, videos or assessment content provided in any format or in the learning management systems (Blackboard, Echo360, etc.) without permission or institutional guidance.
    - Institutional or third-party licensed or copyrighted content

Students should use AI tools provided by ISMMS, including but not limited to ISMMS Gemini and ChatGPT Edu, for any scholarly activity that is approved by ISMMS (see more details).

Violations and Consequences:

Any misuse of AI tools will be reviewed as a potential violation of the Academic Integrity standards described in the Graduate and Medical Student Handbooks. For more information about the process and consequences of Academic Integrity violations, see Academic Integrity | Graduate Student Handbook or the Academic Integrity section of the Student and Faculty Conduct | ISMMS Medical Student Handbook.

Faculty & Staff Use of AI:

Expectations

Faculty and staff demonstrate responsible and ethical AI use by committing to:

- Clearly stating the program, module, clerkship, and clinical learning expectations for AI use and advise students on acceptable practices
- Model ethical use of AI by complying with and advising colleagues and learners on institutional policies, including those related to academic integrity, student records privacy (FERPA), and patient confidentiality (HIPAA)
- Update teaching and assessment, and clinical supervision methods to include AI as appropriate while ensuring academic integrity and patient safety in accordance with ISMMS policies. Use AI tools available to all students such as vetted ISMMS tools (see more details).
- Participate in AI literacy opportunities to grow understanding of current and future use of AI
- To ensure consistency, all course syllabi must include a statement outlining the level of AI use permitted for assignments and assessments. The Graduate School will provide template language with examples for “full use,” “limited use,” and “no use” scenarios. Faculty are encouraged to adapt this language as needed but must communicate expectations to students at the start of the course.
- Investigate potential unauthorized use of AI cautiously with the desire to understand what the student has done. Do not enter student assignments into public AI detection tools. If assessing potential plagiarism or AI use would be helpful, Educational Technology at

ISMMS can provide a license or assistance with using iThenticate for this purpose (more information here).

Use in Assessment & Coursework

Instructors should choose the appropriate level of AI use for each assessment or coursework, based on what best serves their students and learning goals. They must clearly communicate these AI guidelines to students at the time of introducing any assessment and provide any needed instructions or resources.

Some examples below, inspired by University of Wales AI Guidelines. Sample syllabus language is available upon request from the Graduate School and the MD Program administration.

AI Use Category	Permitted Use in Assessment or Coursework
Research (scholarly projects, case write-ups, or clerkship assignments)	For this assignment, you can use AI to support you in research, including searching for bibliography, using tools to summarize, compare and interrogate materials.
Structure (papers, presentations, or clinical documentation drafts)	For this assessment, you can use AI to support you in structuring your submission, including creating a draft argument structure, identifying parts and headings, etc.
Proofreading	For this assessment, you can use AI to check your own text/creation for grammatical and syntactical mistakes, including rephrasing of your own work within specific standards.
Content Generation	For this assessment, you can use AI to create text and creative content, except where explicitly prohibited for clinical documentation, patient-related assignments, or standardized patient encounters.
Programming	For this assessment, you can use Generative AI to create and check code.
None	For this assessment, you are not allowed to use any type of AI support. This includes research support, structure support, writing/proofreading support and creative support, and all forms of clinical documentation in modules or clerkships.

Use in Research

When possible, research should be performed using synthetic or de-identified data, and data analysis and storage should be done in a HIPAA compliant fashion, using secure infrastructure like the Minerva supercomputing cluster. Patient data obtained from the Mount Sinai Data Warehouse (MSDW), which contains complete sets of data extracted from the Mount Sinai Epic electronic health record (EHR) system (and accessible through the Minerva cluster) contains very detailed information that could re-identify vulnerable patients and groups. Research protocols should be submitted to the Mount Sinai Institutional Review Board (IRB) for approval, and clearly detail how artificial intelligence methods (such unsupervised, supervised, and reinforcement learning methods) are being used to analyze health data, and ensure that FAVES principles (Fairness, Appropriateness, Validity, Effectiveness, and Safety) are followed, while ensuring that computers, data storage, and other infrastructure (such as computing on the Minerva cluster) are HIPAA compliant. For more information about how to plan analyses and ensure they are done in a secure and safe fashion, please contact Scientific Computing and Data (https://labs.icahn.mssm.edu/minervalab/).

See Protecting Data and Intellectual Property in the Student section for details. Faculty will need to be able to help students interpret the available tools and data controls and the consent or other agreements under which data was obtained to guide a decision about whether private data can be used with a particular AI tool.

Those who create module, clerkship, or course materials should be prepared for student questions about whether they will give permission for students to use their materials with AI for tutoring or other learning strategies.

Where possible, faculty and staff should use AI tools provided by ISMMS, including but not limited to ISMMS Gemini and ChatGPT Edu. If licenses are not available, public tools should be used judiciously with any tool's settings adjusted from the defaults to restrict data use for model training. Note that these settings and permissions change regularly and cannot be relied upon.

Appendix:

A. Mount Sinai Daily: Updated Guidelines You Need to Know on AI Use

Published on April 21, 2025: https://onfirstup.com/mountsinai/mountsinai/contents/40128002

B. Graduate Student Handbook

Graduate Student Handbook is linked here: https://ismms-gs.gitbook.io/graduate-student-handbook

C. MD Program Student Handbook

The MD program Student Handbook is linked here: https://ismms-md-program.gitbook.io/medical-student-handbook