ARTS ET MÉTIERS

Framework Charter on the Use of Artificial Intelligence

École Nationale Supérieure d'Arts et Métiers

The École Nationale Supérieure d'Arts et Métiers (ENSAM) recognises the potential of artificial intelligence (AI), particularly generative AI tools, to enhance its teaching, research, innovation and administrative management missions. This Charter promotes a gradual, critical and considered adoption of AI, without requiring its systematic use or replacing human skills. It provides a framework for responsible, sustainable, ethical and lawful use, complementing the IT Charter. This Charter forms an integral part of ENSAM's Internal Regulations.

Objectives:

- Support the transparent, responsible and secure use of AI,
- Respect fundamental rights, privacy and intellectual property,
- Ensure fairness, academic integrity and the primacy of human judgement.

This Charter takes into account the applicable legislative, regulatory and ethical provisions, staff statutes and the principles of academic freedom. It aims to support the use of AI within a secure, responsible and proportionate framework.

Scope: This Charter applies to all those involved in ENSAM's activities (students, teaching staff, researchers and other staff). It governs their use of AI, excluding projects to develop AI tools, which are subject to a separate process.

Approval and updates: Approved by the Board of Governors on 24 September 2026 following consultation with the F3SCT. This Charter may be revised as necessary and to reflect regulatory or technological developments affecting the use of AI. Any substantive revision of the Charter, particularly where it concerns working conditions, staff responsibilities, authorised tools or teaching and administrative uses, is submitted to the F3SCT, CS and CEVE before circulation. Purely technical or editorial adjustments are communicated for information.

GENERAL PRINCIPLES

The following principles must be observed when using AI in the course of ENSAM's activities.

Principle of Transparency and Integrity

Statement of principle: All use of AI must be transparent and honest.

Users undertake to explicitly acknowledge the use of AI whenever it makes a significant contribution to an output (document, decision, teaching material, etc.), and to safeguard the intellectual integrity of their work by prohibiting all plagiarism or fraud.

Explanations and obligations:

- Acknowledging the use of AI: Any significant contribution made by AI to a piece of work must be explicitly acknowledged in the final document. For example: "This course outline was developed with the support of [name of AI tool], then adapted and validated by [name of user]."
- Verifying and citing sources: AI tools, including those authorised by ENSAM, may produce results that are inaccurate, incomplete, biased, unsupported by sources or not reproducible. Their use requires human verification appropriate to the level of risk associated with the use case.
- Authenticity of work: Work generated entirely by AI may not be presented as one's own work. Where such a practice is intentional and contrary to the applicable instructions, it may constitute fraud and lead to the consequences provided for under the rules in force.
- Clarity about the nature of content: In all public and/or institutional communications (websites, official reports, teaching materials, etc.), AI-generated content must be clearly identified.
- Respecting intellectual property: Transparency includes respecting intellectual property rights relating to the use of third-party content. Users are therefore prohibited from claiming authorship of AI-generated content. ENSAM recommends that users always credit the AI tool and its provider. AI must not be used to reuse content (text, images, videos) created by third parties without respecting the applicable intellectual property rights and licences.

Principle of Responsibility and Ethics

Statement of principle: The use of AI does not relieve users of their responsibilities.

Each person remains responsible for their use of an AI tool in their activities, within the limits of their skills, the information available to them and the framework provided by the institution. Through its relevant departments, ENSAM defines the framework for use, approves authorised tools, informs users and organises the support needed for their adoption. Users must ensure that AI is not used to circumvent the requirements of intellectual work, undermine fairness in assessment or serve purposes contrary to the applicable standards of ethics, integrity or professional conduct.

Explanations and obligations:

- Maintaining critical thinking and human oversight: AI outputs must be systematically checked and adapted by a human.
- Retaining control over decisions: Using AI does not relieve users of the need to exercise their judgement in all cases concerning content or decisions produced with its support.
- Avoiding improper delegation of personal work: AI should facilitate work (e.g. translation, proofreading) but must not replace intellectual or creative effort.
- Complying with regulations and ethical standards: AI must not be used for illegal or unethical activities, including generating hateful or fraudulent content or falsifying data. Where established, such uses may lead to the disciplinary and/or criminal consequences provided for under the applicable rules.
- Respecting the integrity of AI systems: Deliberate attempts to circumvent or manipulate AI systems, particularly to produce inappropriate content or steer responses through false or misleading information, are prohibited. Where established, fraudulent or unethical uses may render their author liable under the conditions laid down in the applicable rules.

Principle of Security, Confidentiality and Respect for Privacy

Statement of principle: Data protection and system security are imperative.

All AI users are required to preserve the confidentiality of sensitive information (confidential information, personal data, non-public research results, industrial secrets, know-how, strategic information, information relating to unprotected creations and innovations, HR data, financial data, etc.). To ensure the security and compliance of the systems they use, users must refer to the list of authorised tools. If in doubt, it is important to consult the DSI, RSSI or DPO before any use involving personal, confidential or sensitive data.

Users must protect their personal data, privacy and image, as well as those of third parties. Exchanges with an external AI system accessible to the general public are not protected by confidentiality rules.

Explanations and obligations:

- Not disclosing sensitive data: Sensitive information belonging to ENSAM or its partners, particularly student data or non-public research results, must not be shared with an external AI system, except within a framework approved in advance by the Information Systems Department (DSI) or the Data Protection Officer (DPO).
- Complying with personal data protection regulations: The processing of personal data and, more generally, the use of AI must comply with the GDPR (General Data Protection Regulation), the French Data Protection Act (LIL) and ENSAM's data protection policy. In practice, unless a framework has been approved by ENSAM's relevant departments, this means that no personal, confidential or sensitive data, nor any non-public professional document, may be entered into an AI system. This precaution is intended to prevent information transmitted to AI systems hosted outside ENSAM from being reused for purposes beyond the institution's control and without its confidentiality being fully guaranteed. Furthermore, the generation of multimedia content (images, videos or any other media) must not include real personal data that could identify an individual. Finally, if the use of AI involves collecting or processing personal data (for example, using an AI tool to analyse student questionnaires), specific safeguards (individuals' consent, anonymisation measures, etc.) must be put in place in consultation with ENSAM's DPO. Transparency towards the individuals concerned is essential: they must know that an AI tool will process their data and for what purpose.
- Prioritising secure and controlled solutions: The use of tools approved by ENSAM is required for all institutional purposes. ENSAM establishes and maintains a list of authorised AI tools, annexed to this Charter or published in an identified institutional space. For each tool, this list specifies the type of authorised use, the data that may be used and the contact responsible for approval. Using an unapproved tool may expose the institution or the user to data leakage risks; if in doubt, the DSI, RSSI and DPO must be consulted before use.
- Securing accounts and access: AI accounts must be protected in accordance with ENSAM's security recommendations. Password managers recommended or authorised by the institution are published on the DSI intranet and updated by the relevant departments. Users must report any suspicious activity to the DSI. In particular, users must not reuse their ENSAM password for an external AI account.

Principle of Fairness, Non-discrimination and Sustainability

Statement of principle: The use of AI must uphold the values of fairness, diversity and human dignity and support sustainable development.

AI users must ensure the absence of discriminatory bias and safeguard fundamental rights and freedoms.

Explanations and obligations:

- Preventing bias and stereotypes: AI users must exercise heightened vigilance to check that AI-generated content does not reproduce discriminatory bias (cultural, gender-related, etc.), offensive stereotypes or unwarranted generalisations.
- Respecting diversity and inclusion: AI must therefore not be used to produce or disseminate hateful, discriminatory, defamatory or illegal content. Where established, such uses may lead to the disciplinary and/or criminal consequences provided for under the applicable rules.
- Environmental impact and social responsibility: The use of AI must be guided by digital sobriety and social responsibility. Users must ensure that their use of these tools is proportionate to the objectives pursued, avoiding unnecessary or redundant uses and prioritising, where possible, the least resource-intensive solutions. They are encouraged to consider the direct and indirect environmental impacts of AI technologies and adopt practices that support the sustainable and responsible use of digital technology. In doing so, they contribute to a more sustainable use of digital technologies, consistent

with the institution's social and environmental responsibility commitments.

Principle of Human Primacy and Human Oversight

Statement of principle: Final decisions and moral responsibility must always rest with humans, in line with Annex 3 of the European AI Act.

ENSAM affirms the primacy of human relationships and human judgement in its missions: AI is a support tool, never a substitute for human validation or judgement. This principle requires effective human oversight to be maintained when using AI, particularly where individuals are concerned. AI tools must not be used to monitor individual staff members' activities, automatically assess their performance or serve as the sole basis for an individual assessment of their work. Any project likely to affect work organisation, activity monitoring or working conditions is subject to prior review within the appropriate institutional framework (F3SCT, CS, CEVE).

Explanations and obligations:

- Human final decision-making: No AI tool may serve as the sole basis for an individual decision that has significant effects on a person, particularly in relation to assessment, recruitment, grading, guidance, sanctions or access to a right or service. AI may, where appropriate, support analysis, subject to effective, documented and proportionate human oversight.
- Intellectual autonomy: The use of AI must preserve and strengthen individuals' intellectual autonomy, critical thinking and decision-making capacity, without creating excessive dependence on the tool.
- Supervising autonomous systems: Any autonomous AI project must provide for a human oversight mechanism that allows the tool to be interrupted or corrected at any time, particularly for safety reasons (e.g. an emergency stop button).

Implementation and Support

Awareness-raising, training and support for the community:

The aim is to equip the ENSAM community with the skills and sense of responsibility needed to engage with AI.

- Training: ENSAM supports its entire community in adopting the rules set out in this Charter. Awareness-raising and training modules are offered, notably in collaboration with the DSI and the CAIRE programme. For significant professional uses, the use of authorised AI tools is accompanied by training or awareness-raising tailored to the main risks: formulating prompts, checking results, data protection, bias, hallucinations, intellectual property and impacts on working conditions.
- A culture of dialogue and continuous improvement: ENSAM encourages the sharing of experience across its campuses, particularly through end-of-semester sharing sessions for teaching staff and regular consultations with students. Staff and users may also report any difficulty, uncertainty about use, incident or adverse effect associated with AI to the relevant departments, without such good-faith reporting in itself constituting a breach. This feedback contributes to the continuous improvement of the framework for use. Rules and training arrangements will be adapted in light of the feedback received.
- Preventing psychosocial risks: Excessive, inappropriate or substitutive use of AI may give rise to psychosocial risks, such as cognitive dependence, loss of intellectual autonomy, impaired critical thinking or a feeling that one's own work is being devalued. ENSAM emphasises the importance of maintaining a balance between technological assistance and human effort, and encourages all users to use AI responsibly, respecting their mental health, well-being and the quality of academic and professional interactions. Any deployment of an AI use likely to significantly alter work organisation, task allocation, monitoring arrangements, workload or expected skills is subject to a prior impact assessment and presentation to the competent bodies (F3SCT, CS, CEVE) where working conditions are concerned. AI use must not lead to an uncontrolled intensification of work, an increase in individual targets without prior assessment, automated staff surveillance or the devaluation of professional skills. Feedback on the effects of AI on workload, autonomy, meaningfulness of work and workplace teams is regularly reviewed by the bodies mentioned above.

Governance and Development of the Charter:

To ensure rigorous implementation and the ongoing development of the Charter, ENSAM relies on collaborative and transparent governance led by a multidisciplinary committee. Designed to anticipate ethical, legal and technological challenges, this framework ensures that the rules are continuously adapted to the community's needs and regulatory requirements, while incorporating stakeholder feedback.

- AI Monitoring Committee: A multidisciplinary committee reporting to COSI brings together the expertise required to review AI uses: management representatives, the DSI, RSSI and DPO, representatives of teaching and research activities, student representatives and, depending on the issues addressed, any other relevant expertise. Its membership, responsibilities and referral procedures are published on the institution's intranet and updated as necessary. Its responsibilities are to:

- Review incidents, ethical issues and feedback, and make recommendations for any necessary changes;

- Make recommendations to COSI on updating the list of AI tools approved by ENSAM and those to be prohibited. Adding a tool to the list of authorised tools is based on a proportionate risk assessment covering security, data protection, contractual terms, data location and use, regulatory compliance, known limitations of the tool and suitability for the intended use cases. This assessment is carried out by ENSAM's relevant departments (RSSI, DSI and DPO). Disclosable information about the contractual terms of the main institutional AI tools used by ENSAM is made available in accordance with the rules governing access to administrative documents, subject to confidentiality clauses, security requirements and legally protected secrets.

- Updating the Charter: The AI Monitoring Committee makes recommendations to COSI to take account of regulatory and technological developments. Changes are approved by ENSAM's governing bodies and communicated to users (by email, intranet and Viva Engage). An initial review is conducted

after an initial 12-month period of application to examine user feedback, any incidents, difficulties in adoption, effects on workload and working conditions, and additional training needs. A time-stamped version of the Charter will always be accessible online. Major updates are subject to prior consultation with the community to ensure collective consensus.

Sanctions for Breaches:

ENSAM prioritises information, support and prevention. Disciplinary action may relate only to breaches that have been established, attributed to the person concerned and assessed in accordance with the applicable rules, with due respect for the rights of the defence and procedures allowing all parties to be heard. Such action is proportionate to the seriousness of the facts, intentionality and the circumstances in which the breach occurred.

Only the most serious breaches will be subject to disciplinary proceedings. Conversely, a good-faith error or inappropriate use resulting from a lack of information or training will not necessarily lead to disciplinary proceedings.

CONCLUSION

By adopting this Charter, ENSAM commits to reconciling technological innovation, academic excellence and social responsibility, making artificial intelligence one tool among others in support of teaching, research and management, without ever compromising the fundamental values of transparency, fairness and human primacy.

Every member of the community — students, teaching staff, researchers and other staff — undertakes to uphold the key principles set out here: transparency, responsibility, security, fairness and the preservation of human autonomy. This requires judgement, honesty and caution whenever AI is used, so that technological choices remain guided by ethics and respect for everyone's rights.

As a living document, this Charter will evolve with feedback, legal and technological developments, and the community's needs. It embodies an approach based on collective intelligence, in which sharing expertise and interdisciplinary collaboration make it possible to address the challenges posed by AI together.

Through this Charter, ENSAM creates a framework of trust in which innovation can flourish while respecting everyone's rights and duties. Each member of the School thus contributes to this collective endeavour, helping to make ENSAM a model for the considered, ethical and responsible use of AI in higher education and research.

ANNEX 1 – Reference Links

European Artificial Intelligence Regulation (AI Act)

https://eur-lex.europa.eu/legal-content/FR/TXT/PDF/?uri=OJ:L_202401689

GDPR (RGPD in French)– General Data Protection Regulation

https://eur-lex.europa.eu/legal-content/FR/TXT/PDF/?uri=CELEX:32016R0679

CNIL – Artificial Intelligence

https://www.cnil.fr/fr/intelligence-artificielle

European Code of Conduct for Research Integrity (ALLEA)

https://allea.org/code-of-conduct/

Framework for Use – AI in Education (Ministry of Higher Education)

https://www.education.gouv.fr/sites/default/files/2025-06/l-ia-en-ducation---cadre-d-usage-440685.pdf

UNESCO – Recommendation on the Ethics of AI

https://unesdoc.unesco.org/ark:/48223/pf0000381137_fre

OECD – AI Principles

https://oecd.ai/fr/principles

INRIA – AI Resources

https://www.inria.fr/fr/intelligence-artificielle

ANSSI – Cybersecurity

https://www.ssi.gouv.fr

ANNEX 2 – Glossary

AI (Artificial Intelligence)

Computer systems capable of performing tasks that usually require human intelligence.

Generative AI

Systems capable of producing content (text, images, code, sound) from training data.

Prompt

An instruction given to an AI system to generate a response.

Personal Data

Any information relating to an identified or identifiable natural person.

Sensitive Data

Data whose disclosure may harm individuals or the organisation.

GDPR (RGPD in French)

General Data Protection Regulation governing the processing of personal data.

Algorithmic Bias

A distortion in the results of an AI system that may lead to discrimination.

Confidentiality

Protection of information against unauthorised access or disclosure.

Intellectual Property

Rights relating to intellectual creations (texts, inventions, software, etc.).

Human Oversight

Control exercised by a human over the results or decisions produced by an AI system.

Approved AI

A tool approved by ENSAM that meets security and compliance requirements.

ZRR (Restricted Access Zone — Zone à Régime Restrictif)

An area subject to specific security rules to protect sensitive information.

F3SCT

ENSAM's specialised consultative committee on occupational health, safety and working conditions, whose role is to help protect staff's physical and mental health and improve working conditions.

CS (Conseil Scientifique)

ENSAM's Scientific Council, which advises the Board of Governors on scientific matters and evaluates the institution's teaching and research activities.

CEVE (Conseil des Etudes et de la Vie à l'Ecole)

ENSAM's Council for Studies and Student Life, which advises on educational matters, study regulations and student life.

DSI (Direction des Systèmes d'Information)

Information Systems Department.

DPO (Délégué à la Protection des données personnels)

Data Protection Officer.

RSSI (Responsable de la Sécurité des Systèmes d'Information)

Chief Information Security Officer (CISO).

COSI (Comité d'Orientation des Systèmes d'Information)

Information Systems Steering Committee.

ANNEX 3 – Authorised AI Tools

- Copilot for summarising and presenting professional and confidential documents relating to the administration of the institution, drafting meeting minutes, correspondence, documents, etc. Contact: O. Prospéri.
- Mistral for testing a variety of uses and for any non-confidential institutional document. Contact: O. Prospéri.

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