MID-STATE TECHNICAL COLLEGE

Policy Title: **GENERATIVE ARTIFICIAL INTELLIGENCE (AI) USE**

PURPOSE
This policy outlines the acceptable use of generative artificial intelligence (AI) tools and services by faculty, staff, students, and affiliates of Mid-State Technical College and is not meant to recommend a standard AI platform for use, but rather any trustworthy AI platform can be used following this policy. The goal is to protect college data and ensure compliance with legal and ethical obligations.

SCOPE
This policy will apply to all faculty, students, and professional staff involved in assessment and/or the use of AI technologies at Mid-State Technical College. It is designed to support the college's mission and values in alignment with the strategic plan.

KEY PRINCIPLES
1. Partnership with students to enhance AI literacy.
2. Classroom policies related to AI use, direct instruction of AI literacy, support of student ethical use.
3. Onus on the user to ensure AI is used ethically and transparently.
4. Staff support with clear guidance for effective and appropriate use of AI in administrative tasks.
5. Faculty support for adaptation of teaching and assessment to incorporate ethical AI use.
6. Upholding academic rigor and standards.
7. Compliance with FERPA, HIPAA and student privacy laws
8. Mid-State strives to ensure that AI applications in education do not perpetuate or exacerbate existing inequalities.
9. Compliance with Mid-State Technical College and WTCS policies.

ETHICAL USE OF AI
All AI use must adhere to ethical principles, respecting human rights, privacy, and data protection.

AI use must align with the college's academic goals and not discriminate against any individual or group.

Acceptable Uses of AI:
1. **Brainstorming Ideas**: Utilizing AI to help generate creative concepts, topics, or solutions for personal or professional projects.
2. **Content Drafting**: Using AI to produce first drafts of written material, such as blog posts, articles, or marketing copy, while ensuring human review and originality in final output. For academic work, students should disclose the name of any AI tool used to assist with any academic assignment.
3. **Research and Data Summarization**: Leveraging AI to summarize articles, research papers, and large volumes of information to help with understanding complex subjects.

4. **Language Assistance**: Using AI for grammar checks, translation, and improving clarity or conciseness of written communication.
5. **Coding and Debugging**: AI-powered tools can be used to help write, improve, or debug code to speed up development processes.
6. **Automation of Repetitive Tasks**: Automating routine activities, such as scheduling, data entry, or workflow processes to increase efficiency.
7. **Creative Support**: AI-generated images, music, or video to inspire or support creative projects, provided the output is original or appropriately licensed.

Unacceptable Uses of AI:
1. **Plagiarism**: Using AI to produce text or media that copies, closely mimics, or paraphrases copyrighted material without proper attribution or permission from the original author or creator.
2. **Academic Dishonesty**: Submitting AI-generated work as original in educational settings, including assignments, essays, and exams, without appropriate disclosure or authorization from educators.
3. **Misinformation and Deception**: Generating or distributing AI content intended to mislead, deceive, or manipulate individuals, including the creation of deepfakes, fake news, or false information.
4. **Unethical Automation**: Automating tasks that negatively impact individuals, such as spam, unsolicited marketing, or automating harmful actions, without user consent.
5. **Breach of Privacy**: Using AI tools to gather or manipulate personal data without explicit permission, potentially violating privacy regulations.
6. **Generating Harmful Content**: Using AI to produce or spread hateful, abusive, or discriminatory content targeting individuals or groups based on race, gender, ethnicity, religion, or other personal characteristics.
7. **Infringement of Intellectual Property**: Using AI to replicate patented or trademarked inventions, designs, or creations without the owner's permission, and outside the scope of "acceptable use" as defined by applicable law.

TRANSPARENCY, ACCURACY, FAIRNESS, AND BIAS
AI applications used must be transparent, and users must understand how AI systems make decisions.

Users must verify the accuracy of AI-generated information.

ASSESSMENT DESIGN AND UPHOLDING ACADEMIC STANDARDS
AI use in assessments is allowed where it enhances learning, with measures in place to maintain integrity and standards.

Faculty must provide clear guidelines for AI use within their courses. These guidelines must be communicated to students. Additionally, clear guidelines on appropriate AI use in assessments must be provided.

TRAINING AND PROFESSIONAL DEVELOPMENT

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The college will offer training and support to staff and students on the effective and ethical use of AI technologies.

POLICY STATEMENTS

You may not enter any sensitive, restricted or otherwise protected data into any generative AI tool or service. Any information inputted into a generative AI tool may be shared with the AI tool and others. AI users should have no expectation of privacy in the data and prompts entered into the AI tool.

DATA CLASSIFICATION AND USE

College data may only be entered into generative AI tools if the data is classified as public, the college provides the AI tool and specifically indicates that college data may be inputted into the tool, and/or if the AI tool has undergone internal review.

Examples of public data include general college announcements, course syllabi, and publicly available institutional research.

Reviews must include cybersecurity risk management, data governance, accessibility, privacy, and intellectual property.

PROHIBITED DATA ENTRIES

Sensitive, restricted, confidential or protected data must not be entered into generative AI tools.

This includes:
- FERPA-protected information
- Health information under HIPAA or the ADA
- Employee performance data
- Intellectual property not publicly available
- Confidential research materials
- Any personal information that if it became public could have a substantial adverse effect on the reputation of any person

GENERAL PROHIBITIONS RELATED TO AI USE
- Unauthorized access and use of electronic files.
- Uploading data to create or support malware, spam, phishing, or other cyber scams.
- Uploading aerial photographs or utility-related data without proper authorization.
- Using AI-generated code within college IT systems without human review for malicious elements.
- Directing AI tools to generate harmful or illegal content, including harassment, threats, or discrimination.
- Infringing copyright or other intellectual property rights using AI tools.

INCIDENT REPORTING

Any suspected data breaches or policy violations must be reported immediately according to college protocols via Maxient Conduct Manager, to your manager, or to the Vice President, Information Technology.

TRUSTWORTHY AI
Users should choose AI tools and services that are trustworthy. Trustworthy AI systems are characterized by their validity, reliability, safety, security, and resilience. They also demonstrate accountability, transparency, and are designed to be explainable and interpretable. Additionally, such systems prioritize privacy, fairness, and actively mitigate harmful biases. Examples of trustworthy AI tools include Google's Gemini, OpenAI's ChatGPT, and Microsoft's Copilot.

POLICY COMPLIANCE, REVIEW, AND ENFORCEMENT
Failure to comply with this policy may result in disciplinary action, including loss of access to IT resources, academic penalties, or employment consequences. The policy will be reviewed annually by the Vice President, Information Technology to keep up with technological advancements.

This policy ensures that the use of generative AI at Mid-State Technical College aligns with college values and regulatory requirements, safeguarding the integrity and confidentiality of college data.

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