

## ARTIFICIAL INTELLIGENCE POLICY

### PURPOSE

The purpose of this policy is to govern the usage of Artificial Intelligence (“AI”) Solutions at Edison State Community College.

### POLICY STATEMENT

It is the policy of Edison State to embrace available tools/technology that will aid the educational success of students and optimize productivity for employees while ensuring the safe, ethical, and secure usage of such applications and compliance with federal and state regulations.

Publicly available applications driven by Generative Artificial Intelligence (“GenAI”), such as chatbots (i.e., ChatGPT, Google’s Bard, Microsoft Bing) or image generators (i.e., DALL-E 2, Midjourney) provide opportunities to streamline work functions and increase efficiency, however, they come with serious security, accuracy, and intellectual property risks. Therefore, Edison State will maintain an approved list of GenAI tools which can be used by employees to optimize their work productivity. A procedure document outlining a list of approved tools will be published to all employees and will be overseen by the Chief Information Officer. If an employee wants to use a new AI solution (not listed in the published approved list of AI solutions), an email can be sent to [ai@edisonohio.edu](mailto:ai@edisonohio.edu) for usage approval.

Anyone using a GenAI solution and using their Edison State login account is required to comply with all existing policies of Edison State as well as the statements in the following sections. Questions with respect to anything related to GenAI should be directed to Edison State’s AI Committee at [ai@edisonohio.edu](mailto:ai@edisonohio.edu).

### Students

Edison State faculty will indicate in their syllabi their expectation of GenAI’s use (and misuse). Students are required to abide by the faculty’s directions on GenAI usage. If students are unsure if GenAI is allowed, they should consult with their instructor before using it. GenAI usage while on an Edison State Campus or while using college owned technology or networks will be governed by the Student Code of Conduct and the college’s Computer usage Policy as outlined in the [Student Handbook](#).

### Employees

Edison State will maintain an approved list of GenAI tools which can be used by employees to optimize their work productivity. A procedure document outlining a list of approved tools will be published to all employees. If an employee wants to use a new AI solution (not listed in the published approved list of AI solutions), an email can be sent to [ai@edisonohio.edu](mailto:ai@edisonohio.edu) for usage approval.

### Governance and Compliance

Users of AI products must comply with all federal, state, and local laws, along with all Edison State approved policies and procedures. All usage of Artificial Intelligence tools and resources are governed and regulated by the AI committee and reviewed periodically to follow the pace of technology changes within AI. All policies and procedures governing AI will comply with Academic Freedom standards outlined in Edison State policies and procedures and in compliance with federal and state regulations.

### Responsible AI

AI must be implemented responsibly to ensure accountability and transparency. Responsible, ethical, and legal use of AI ensures trust and safety. Edison State employees and students are expected to follow responsible industry standards such as transparency, accountability, cybersecurity, and data privacy. Compliance with this policy is mandatory, regularly updated, and monitored by the AI committee.

### Transparency

The use of AI must align with all the college's applicable ethics and academic honesty policies. AI must be utilized responsibly, promoting integrity and ethical conduct. All AI-assisted work must be disclosed with the amount of influence and proper citations. This transparency builds trust and defines the role of AI in our college. AI must be utilized as a tool and is not a replacement for learning or original work. Usage of AI will be governed by the Student Code of Conduct and Computer Usage Policies, and is subject to disciplinary action, up to and including termination or expulsion.

### Information Security

Edison State will prioritize data privacy and security, adhering to data protection laws and ensuring AI safety and reliability. GenAI has made it easier for malicious actors to create scams and steal personal data much faster using methods like phishing, deep fakes, and several others. Edison State will provide resources to inform and train individuals on the subject of Information Security, to include identifying AI phishing, deep fakes, etc. Any use of AI solutions should also conform to the privacy policy of the college:

<https://www.edisonohio.edu/privacy-policy>

### **Entering information into a GenAI Tool:**

Upon using public GenAI tools, any submission of Edison State information or another person's information that is confidential, proprietary, subject to federal or state regulations, or otherwise considered sensitive or restricted is prohibited. Any information provided to public GenAI tools is considered public and may be stored and used by anyone else. Examples include passwords and other credentials, protected health information, personnel material, information from documents marked Confidential, Sensitive, or Proprietary. This may be considered a breach of the individual's or the College's obligations to keep certain information confidential and secure and risks widespread disclosure. Mishandling of confidential, proprietary, or other information subject to federal and state regulations, is subject to disciplinary action in accordance with Edison State's Computer Usage Policy, Student Code of Conduct, and other applicable College policies.

### **Using GenAI solutions available in the market:**

Students should refer to information provided in their syllabi regarding the use of GenAI and abide by faculty directions on usage.

Employees needing to use a GenAI product will need to send a request to [ai@edisonohio.edu](mailto:ai@edisonohio.edu). The request will be reviewed and forwarded to the IT Department for completing due diligence on any security concerns with the tool. A separate procedure document outlining the procedure for requesting and approval will be published.

### **Practice Risk Averse Cyber Hygiene:**

For employees and students, it is important to stay informed about the potential risks and to practice good cybersecurity hygiene, such as verifying the authenticity of messages and being cautious about sharing personal information online.

### **Reporting Information Security related incidents:**

All information security incidents should be reported to [infosec@edisonohio.edu](mailto:infosec@edisonohio.edu).

## **PERSONS AFFECTED**

The policy applies to any Edison State employee or student using an Edison State Login account to access or use GenAI solutions (tools/products).

## **DEFINITIONS**

### **ARTIFICIAL INTELLIGENCE (AI)**

AI is a field of computer science that focuses on developing machines that can perform tasks that are normally associated with human intelligence

### **DEEP LEARNING**

Subset of Machine Learning - to learn complex patterns in data. It is effective for tasks like image recognition

### **DEEP FAKE**

Images, videos, or audio which are edited or generated using AI tools, and which may depict real or non-existent people

### **GENERATIVE AI**

Uses machine learning techniques to generate new content resembling human content

### **LARGE LANGUAGE MODEL (LLM)**

Large language models are very large deep learning models that are pre-trained on vast amounts of data

### **MACHINE LEARNING (ML)**

A subset of AI focused on models and algorithms to help computers learn to take decisions

### **NATURAL LANGUAGE PROCESSING (NLP)**

Enables computers to understand human language and generate human language.