

POLICY 2.61: ARTIFICIAL INTELLIGENCE (AI) USE

Sandburg is committed to the ethical, secure and compliant use of artificial intelligence (AI) technologies by faculty, staff and students. It's intended to ensure that AI use aligns with the college's mission, respects privacy and intellectual property, and complies with applicable laws and regulations.

This policy applies to all Sandburg employees, students, contractors and affiliates who use or develop AI technologies in any college-related activity, including:

- Instruction and learning
- Student success
- Administrative and operational functions
- Research activities
- Communication and outreach

Definitions

AI referenced in this policy covers the following definitions and use of AI:

- **ARTIFICIAL INTELLIGENCE (AI)**
Systems or tools that simulate human intelligence processes, including learning, reasoning, problem solving and decision making (e.g., generative AI, predictive analytics).
- **GENERATIVE AI**
AI systems that generate content such as text, images, code or audio (e.g., ChatGPT, DALL·E, Copilot).
- **PERSONAL IDENTIFIABLE INFORMATION (PII)**
Any information that can be used to identify an individual, such as names, addresses, Social Security numbers and student IDs.

Acceptable use of AI

Artificial intelligence can be used at Sandburg to enhance educational outcomes, support operational efficiency and drive innovation. In academic settings, AI can help personalize learning experiences and provide new tools for instruction. Administratively, AI can be used to streamline processes, analyze institutional data, and improve services to students and staff. Faculty and researchers can also use AI in scholarly endeavors that align with the college's academic mission.

All uses of AI must uphold the values of transparency, data privacy, academic integrity and equity. Users must clearly disclose when AI tools are being used and ensure these tools don't