

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

compromise personal or institutional data. AI should never be employed in ways that mislead others, bypass ethical standards or promote discriminatory practices.

Prohibited uses

- Artificial Intelligence must not be used in ways that compromise the privacy, security or integrity of individuals or the institution. Specifically, users are prohibited from inputting or sharing protected personally identifiable information (PII) or FERPA-protected data into public or third-party AI systems without appropriate safeguards and prior approval.
- AI must not be used to generate or disseminate misleading, false, or defamatory content.
- The use of AI to bypass academic integrity standards — such as submitting AI-generated work as original student output — is strictly prohibited.
- AI technologies can't be used to engage in unauthorized surveillance or monitoring of individuals.
- The use of biometric data, such as facial recognition, requires written consent in full compliance with the Illinois Biometric Information Privacy Act (BIPA).

Student guidelines

Students can use AI tools only as directed or allowed by their instructors. Misuse of AI in academic work (e.g., generating content without citation or approval) is considered academic misconduct and addressed per the Student Code of Conduct.

Faculty and staff guidelines

Sandburg faculty and staff are expected to use artificial intelligence in a manner that upholds ethical, educational and legal standards. When incorporating AI into course design, instruction or student engagement, faculty must disclose its use to students and ensure transparency in how it's applied. Before adopting or integrating any AI tools into academic or administrative workflows, employees must evaluate them for compliance with FERPA, Gramm-Leach-Bliley Act (GLBA) and the college's acceptable-use policy.

AI must not be solely relied upon to make decisions about students or employees; human oversight is required to ensure fairness and accuracy. Additionally, any new AI software or third-party tools must be reviewed and approved in coordination with IT through the Technology Acquisition Policy and college administration to ensure alignment with institutional policies and data-protection requirements.

Data privacy and security requirements

All AI use must comply with:

- FERPA for student data confidentiality
- Gramm-Leach-Bliley Act (GLBA) for consumer financial information security
- Illinois BIPA for biometric data protection
- Sandburg's information-security policy and acceptable-use policy

Users must not upload sensitive or regulated data to third-party AI tools.

Enforcement

Violations of this policy may result in disciplinary action, up to and including termination of employment or academic expulsion, consistent with college procedures.

Policy review

This policy will be reviewed annually or as required due to changes in legal, technological or institutional needs.

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