



INFORMATION TECHNOLOGY DEPARTMENT

Guidelines for the Use of Artificial Intelligence (AI) Models

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Purpose

These guidelines apply to students, faculty, and administrative staff to ensure integrity, fairness, and efficiency in AI usage. Artificial Intelligence (AI) is one of the key transformative technologies of the coming century. Its impact on higher educational institutions is already significant today, and is likely to continue growing intensively over the coming years. For students, AI can be a powerful tool that enhances their learning experience or research endeavors – but, if used improperly, it can also degrade the quality of a student’s education and undermine the rigor and impact of scholarly research.

Much depends on the pedagogical or intellectual context within which AI tools are being used, and on how those tools either support or weaken the underlying goals of a given academic endeavor. Since these contexts vary widely, the college has developed these guidelines in three general areas: administrative and operational use, student use, and faculty use to help guide the use of AI.

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Administrative & Operational Use

- **Ensure Compliance:** Review and familiarize yourself with the college's [Artificial Intelligence \(AI\) Use Policy](#). When using AI, be sure to adhere to FERPA, state, federal, and institutional data protection policies when handling student or faculty information. (*View online Privacy Disclosure at <https://dc3.edu/about/privacy-disclosure>*). Any questions regarding data privacy compliance should be directed to the CIO.
- **Automate Routine Tasks:** Use AI for scheduling meetings, meeting transcriptions, and workflow optimization by finding the best and most efficient way to accomplish regular/routine tasks.
- **Enhance Communication:** AI can be used to draft professional emails, assist in report writing, check grammar, and proofread material, but should be reviewed by staff before sending.
- **Support Decision-Making:** AI can assist with tasks such as data analysis, writing, and generating reports related to enrollment trends, resource allocation, and institutional planning. However, it should not be the sole decision-maker. Any reports/outputs generated by AI must be reviewed by staff, and final decisions should always be made by college employees. AI is a tool to support—not replace—human judgment.

Student Use

- **Use Responsibly:** AI should not be used to impersonate others or create misleading information. Do not use AI to create deepfake videos, images, or other material that misrepresents others or their opinions.
- **Ensure Compliance:** Review and familiarize yourself with the college's [Artificial Intelligence \(AI\) Use Policy](#).
- **Avoid Cheating:** Using AI to write essays, do homework, or take tests goes against the college rules. Make sure you're following the college's academic honesty policies when using AI. (*Review Academic Policies in the Student Handbook: [Current Catalog.pdf](#)*)



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- **Cite AI-generated Content:** When using AI for research or writing assistance, be sure to properly cite sources, including AI-generated text. If you have questions about how to cite AI properly, please consult your instructor.
- **Develop Critical Thinking:** AI should supplement learning, not replace it—students should verify AI-provided information with reliable academic sources before using it in coursework. Don't cheat yourself out of an education by relying on AI to do the work for you. Real learning happens when you engage with the material and think it through for yourself.
- **AI Literacy:** It's important for students to take responsibility for learning how to use AI wisely. That means understanding how AI works, recognizing that it can have built-in biases, and knowing its limits, such as providing wrong or incomplete answers. Building these skills helps students use AI responsibly and make smarter decisions in their work.

Faculty Use

In accordance with the [college use policy](#), below we include the most recent guidance from Academic Affairs, which stresses the importance of each faculty member deciding whether or how to incorporate generative AI into course expectations.

- **Ensure Compliance:** Always use AI in accordance with the college's [Artificial Intelligence \(AI\) Use Policy](#). When using AI, be sure to adhere to FERPA, state, federal, and institutional data protection policies when handling student or faculty information. (**View online Privacy Disclosure at <https://dc3.edu/about/privacy-disclosure>*)
- **Detect AI-Generated Work:** While detection tools can be helpful, it's important to recognize that identifying AI-generated content is not an exact science. False positives and negatives can occur, and over-reliance on these tools may lead to unfair accusations or missed cases. Therefore, educators should use these tools as part of a broader strategy grounded in best practices in classroom management. Implement tools such as Turnitin to identify AI-generated submissions and educate students on ethical AI use.
- **Incorporate AI into the Curriculum:** Teach students about AI literacy, including how AI works, its benefits, and its limitations. It's also important to discuss the ethical implications of AI, such as privacy, bias, and fairness. This knowledge helps students use AI responsibly and critically in their academic and future careers.



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- **Enhance Teaching Materials:** Faculty can use AI to help create lesson plans, quizzes, and study guides, but it's important to review and refine the content to ensure it meets the course's needs. AI can also be used to align learning objectives and outcomes with the questions in assignments, but this should be done thoughtfully to ensure accuracy and relevance.
- **Encourage AI-Aided Learning:** Guide students on appropriate AI applications, such as research summaries and personalized study plans.

In addition to the Academic policies, each faculty member will determine the level of AI usage allowed in their classroom. To assist faculty in making their classroom policies, we have catalogued example policies below regarding the academic uses of AI as falling along a broad spectrum that ranges from permissive to restrictive. Here we present examples of such policies hailing from a variety of disciplines. We have divided these examples into four basic gradations: permissive, slightly restrictive, restrictive, and completely restricted.

Policy Examples

Permissive Policy example

Generative AI. You can use generative AI models (ChatGPT, GPT, DALL-E, Copilot) as needed, for any purpose, at no penalty as long as you recognize the model's contribution. Failure to acknowledge the use of AI models will be penalized as plagiarism. However, please note that AI models tend to include incorrect information, fake citations, and inaccurate outputs. You are responsible for any inaccurate, biased, offensive, or otherwise unethical content submitted, regardless of whether it originally comes from you or an AI model.

Slightly Restrictive Policy example

The worlds of science and academia are rapidly changing with the introduction of complex-language AI software. This software, like ChatGPT, can be very useful when researching topics. You are encouraged to explore AI tools to find and organize knowledge. I strongly recommend that you avoid pasting AI output into your papers. You will have to back up what you write with citations to studies, literature reviews, and other scholarly works. Helping you become a better writer is one of the most important course goals. You may use AI, but write the papers using your own words and only use citations that you have accessed and reviewed for accuracy. All papers will be reviewed for plagiarism using Turnitin software. The software now includes the ability to detect text that was generated using AI. Plagiarism is a violation of the college's academic honesty policy. Currently, I will treat copying text from AI as a reason for deducting points to further encourage you to write in your own words.

Restrictive Policy example



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You may use AI programs, e.g., ChatGPT, to help generate ideas and brainstorm. However, you should know that the material generated by these programs may be inaccurate, incomplete, or otherwise problematic. You may not submit any work generated by an AI program as your own. If you include material generated by an AI program, it should be cited like any other reference material (with due consideration for the quality of the reference, which may be poor). Any plagiarism or other form of cheating will be dealt with severely under the relevant college policies. Of course, there are many cases where I may not be able to tell if you cheated or not. Note, however, that for any reason, including doubts about whether the paper was written with external help, any student can be required to come in for an oral examination on their paper. In such a case, a grade for the oral examination will replace that for the paper.

Completely Restricted Policy example

Due to the centrality of the craft of writing in this course, students may NOT use any AI text-generation tools (such as ChatGPT, Gemini, Copilot, or similar) in any way in crafting their essays or other assignments for this course. Turning to AI text-generation tools can all too easily degrade the quality of the student's learning experience in thinking through the material for themselves and creating their own essay. The use of such a tool constitutes a violation of the college's academic honesty policy. Feel free to reach out to me if you have any questions about this policy.



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Approved List of AI Tools (as of April 2025)

Not seeing what you're looking for? Send a message to techs@dc3.edu to have an AI tool evaluated and possibly included in the approved list.

Category	Tool Name	Description	Pricing
Design/Image Generation	DALL·E 3	Image generation from text (OpenAI)	Freemium*
Design/Image Generation	Canva	AI-powered design and templates	Freemium*
Design/Image Generation	Leonardo.ai	AI art tool focused on game assets and concept art	Freemium*
Design/Image Generation	Adobe Firefly	Image editing and generation	Freemium*
Meeting / Transcription	Tactiq	Captures transcripts from Google Meet, Zoom, MS Teams	Freemium*
Meeting / Transcription	Fireflies.ai	Notetaker for meetings with voice intelligence	Freemium*
Meeting / Transcription	Fathom	Zoom meeting transcription and summary tool	Free
Scholar / Ideation	Perplexity.ai	AI-powered research search engine with citations	Free
Scholar / Ideation	You.com	AI chatbot with integrated web, academic, and image search	Freemium*
Scholar Research	Consensus	Finds consensus in academic papers	Free
Scholar Research	Scite.ai	Smart citations and AI research assistant	Freemium*
Scholar Research	Elicit	Research assistant using academic databases	Free



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Scholar Research	ResearchRabbit	AI-powered literature discovery and mapping tool	Freemium*
Writing	Grammarly	Grammar and writing enhancement	Freemium*
Writing / Ideation	ChatGPT	Writing, brainstorming, and Q&A (OpenAI)	Freemium*
Writing / Ideation	Copy.ai	Content generation for copy and ads	Freemium*
Writing / Ideation / Scholar Research	Claude	Conversational AI assistant for writing, coding, reasoning, and research	Freemium*
Writing / Ideation / Scholar Research	Gemini	Google's AI assistant for writing, coding, search, and creative tasks	Freemium* Basic version is included in our Google EDU license
Writing / Ideation / Scholar Research	NotebookLM	AI-powered tool for summarizing documents, generating ideas, and assisting in research.	Freemium*
Writing / Meeting / Productivity	Copilot	Microsoft's AI assistant integrated into Office (Word, Excel, Teams, etc.)	Freemium* Basic version is included in our Microsoft 365 license
Writing / Presentation	Tome	AI-powered storytelling and slide creation	Freemium*

Freemium is a business model where a product or service is free to use at a basic level, but paid features are available if you want more.*

***Requests to upgrade to paid features are dependent on your department's budget and must be directed to the IT Department at techs@dc3.edu.*