Artificial Intelligence (AI) Use Policy

Date Created:	3/11/2025
Date Reviewed:	
Next Review Date:	

Purpose

This policy outlines the ethical and responsible use of Artificial Intelligence (AI) models, including LLMs (Large Language Models) such as GPT, for Dodge City Community College.

Policy Statement

Artificial Intelligence (AI) is a valuable, dynamic, and vital tool. Like any tool, its use must comply with all applicable laws and institutional policies. Ethical use of AI is essential, and adherence to the guidelines provided by the college is expected. Any use of AI should be transparently disclosed where appropriate, and sound judgment is essential in determining when and how to incorporate AI tools.

When employed, AI must be used in ways that respect confidentiality, privacy, and all relevant college policies. This standard applies across all areas, including research, service work, and creative expression. Content created with the assistance of AI remains the responsibility of the individual, who is accountable for its accuracy, impact, and compliance with applicable regulations.

1. Student Artificial Intelligence (AI) Use Policy

1.1 Academic Integrity & Plagiarism

- **Avoid Cheating:** Students must not use AI tools to generate essays, solve homework, or complete exams in a manner that violates academic honesty policies*. (*review Academic Policies in the Student Handbook: Current Catalog.pdf)
- **Cite AI-generated Content:** AI-generated content must be properly cited when used in assignments, research papers, or projects as required by the instructor.
- **Use Responsibly:** AI can help with brainstorming ideas and tutoring, but students must keep their work original and not rely on AI to do the work for them.

1.2 AI as a Learning Aid

- **Develop Critical Thinking:** AI tools may be used for brainstorming, summarizing information, and language enhancement, but should not replace critical thinking.
- **Ensure Compliance:** Students who have questions about the use of AI in the classroom should consult their instructor.

1.3 Ethical Considerations

- **Use Responsibly:** AI may not be used to impersonate others or create misleading information. Plagiarism detection tools may be used to identify AI-generated work, and violations will be subject to academic integrity review*. (*review Academic Policies in the Student Handbook: Current Catalog.pdf).

- Students may not use AI to create deepfake videos, images, or other material that misrepresents others or their opinions and views.

2. Faculty AI Use Policy (Teaching, Assessment & Curriculum Development)

2.1 AI in Teaching & Learning

- Only AI tools from the approved list may be used. To request the addition of a new tool, contact techs@dc3.edu. (Review the approved list here)
- Faculty may integrate AI into the curriculum to educate students about its applications, limitations, and ethical implications.
- AI may not replace faculty in grading assignments or providing personalized feedback without faculty review.
- Faculty should clearly define expectations for AI use in coursework and research.

2.2 AI & Assessment Integrity

- AI detection tools such as Turnitin may be used to evaluate student submissions for AI-generated content. To request the addition of a new tool, contact techs@dc3.edu.
- Faculty should design assessments to encourage original thinking, such as oral exams, project-based work, and personalized writing prompts.
- Exams and assignments should be updated regularly to prevent AI-enabled cheating.

2.3 Faculty Use of AI for Content Development

- AI tools may be used to help create lesson plans, quizzes, and study guides, but must be reviewed and refined to ensure they meet 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.
- When using AI-generated materials, faculty must disclose this to students if it directly affects coursework.
- AI should support, not replace, direct faculty engagement in student learning.

3. AI in College Operations Policy

3.1 Administrative Use of AI

- Only AI tools from the approved list may be used. These tools may be used for scheduling, meeting transcriptions, and workflow automation to improve operational efficiency. (review approved list here). To request the addition of a new tool, contact techs@dc3.edu.
- AI-generated communications (e.g., emails, newsletters, announcements) must be reviewed by the college employee before distribution.

3.2 AI & Data Privacy Compliance

- Any use of Personal Identifiable Information (PII) and sensitive information must comply with all state and federal laws as well as institutional data privacy policies. (*View online Privacy Disclosure at https://dc3.edu/about/privacy-disclosure*)
- Any questions regarding data privacy compliance will be directed to the CIO.
- The college must conduct regular audits to assess AI systems for bias, security, and effectiveness.

3.3 AI in Decision-Making & Institutional Planning

- AI tools may assist in writing reports, analyzing enrollment trends, student performance, and resource allocation. All outputs generated by AI must be reviewed by a college employee, and final decisions should always be made by people.
- AI will not make final decisions on admissions, hiring, or grading.
- Departments must document AI-driven processes and ensure transparency in decision-making.

4. AI use in Board Meetings/Workshops/Work Sessions

4.1 Board Administrative Use of AI

- In addition to state and federal privacy laws, the use of AI tools must comply with the Kansas Open Meetings Act and the Kansas Open Records Act.
- AI tools may assist in analyzing enrollment trends, performance, resource allocation, as well as scheduling, and meeting transcriptions, however, outputs generated by AI must be reviewed by a board member, and final decisions should always be made by the Board or college administration. (Review approved list of AI tools)
- Any use of Personal Identifiable Information (PII) and sensitive information must comply with all state and federal laws as well as institutional data privacy policies. (*View online Privacy Disclosure at https://dc3.edu/about/privacy-disclosure*)
- The use of AI tools in official meetings must be disclosed to ensure transparency in decision-making.

Enforcement & Review

- These policies will be reviewed annually to adapt to advancements in AI technology.
- Violations of these policies may result in academic or professional disciplinary action. *(*review Academic Policies in the Student Handbook: Current Catalog.pdf as well as the employee handbook link found in ADP)*
- Faculty, staff, and students are encouraged to report any concerns about AI misuse to the CIO.