

Artificial Intelligence (AI) Policy, 7.19**Chapter 7: General Administrative**

Responsible Office: Academic Affairs, Information Technology,

Applies to: Faculty, Staff, Students, Contractors, and Third-Party Vendors

BOT Approved: 05/19/2026

Policy: Rhodes State College recognizes that Artificial Intelligence (AI), including Generative AI (GenAI), is transforming teaching, learning, student services, workforce preparation, and institutional operations. The College is committed to the intentional, ethical, secure, and transparent use of AI in ways that advance student success, academic quality, workforce readiness, and operational effectiveness while safeguarding academic integrity, data privacy, and human-centered decision-making.

This policy establishes institution-wide expectations for the use, governance, and oversight of AI technologies and aligns with guidance from the Ohio Department of Higher Education (ODHE), applicable federal and state laws, Ohio Department of Education and Workforce guidance, shared governance principles, and existing College policies.

I. Guidelines:**a. Definitions:**

- i. **Artificial Intelligence (AI):** Machine-based systems that generate outputs such as predictions, recommendations, content, or decisions based on human-defined objectives.
- ii. **Generative AI (GenAI):** AI systems that create new content (e.g., text, images, code, audio, or video) based on user prompts, including large language models. Common spelling, grammar, or predictive text tools, embedded in standard software are not considered generative AI.
- iii. **AI Tool:** Any system or application using AI to generate outputs or automated processes.
- iv. **AI Literacy:** The knowledge and skills required to effectively, ethically, and critically evaluate and use AI technologies.

II. Scope of Use:

This policy applies to all academic, co-curricular, workforce, and operational uses of AI by:

- Employees (faculty, staff, administrators)
- Students
- Contractors and third-party vendors action on behalf of the College

III. AI Literacy and Educational Use:

Rhodes State College supports the development of AI literacy for all students and employees. The College will:

- Integrate AI literacy concepts into appropriate curricula, co-curricular programming, and professional development;
- Provide guidance and resources on responsible and ethical AI use; and
- Ensure that AI is used to enhance, not replace, human learning, judgment, and instructional expertise.

IV. Acceptable and Responsible Use

AI may be used to support learning, teaching, research, student services, workforce development, and administrative operations when used responsibly and transparently.

Acceptable use expectations include:

- AI use must align with course objectives, assignment instructions, and institutional standards;
- Faculty are responsible for clearly communicating expectations for AI use in syllabi and assignments;
- AI-generated content may not substitute for original student work unless explicitly permitted;
- Users must critically evaluate AI outputs for accuracy, bias, and appropriateness;
- AI tools approved for institutional use must be used in accordance with the College guidance.

V. Academic Integrity

The responsible use of AI is subject to the College's academic integrity standards. Misuse of AI—including representing AI generated work as one's own without authorization or citation – constitutes academic misconduct.

Procedures for investigating and addressing AI-related academic integrity concerns will follow existing academic integrity and Student Code of Conduct processes.

VI. Data Privacy, Security, and Compliance

All AI tools and systems must comply with applicable federal and state laws and College policies, including but not limited to Federal Educational Rights and Privacy Act (FERPA), Americans with Disabilities Act (ADA), data privacy, information security, and all applicable federal/state regulations.

AI tools must:

- Minimize the collection and retention of personally identifiable information.

- Any information provided to public GenAI tools is considered public and may be stored and used by anyone else. Upon using public GenAI tools, any submission of the College information or another person's information that is confidential, proprietary, subject to federal or state regulations, or otherwise considered sensitive or restricted is prohibited. Examples include, but are not limited to, student names, passwords and other credentials, protected health information, personnel materials, information from documents marked confidential, sensitive, or proprietary. This may constitute a breach of an individual's or the College's obligations to maintain the confidentiality and security of certain information and poses a risk of widespread disclosure. Mishandling of confidential, proprietary, or other information subject to federal and state regulations, is subject to disciplinary action in accordance with the Information Security Policy, Student Code of Conduct Policy, and other applicable College policies. Students should refer to information provided in their syllabi regarding the use of GenAI and abide by faculty directions on usage.
- Use secure data storage and transmission methods
- Be vetted prior to adoption for privacy, security and compliance
- Comply with vendor and procurement requirements.

VII. AI Tool Approval and Procurement

- The College will maintain an approved list of GenAI tools which can be used by employees without prior approval. A list of approved tools will be published to all employees. Employees who want to use a new AI tool (not listed in the published approved list of AI tools) must follow the AI Tools approval procedure (see Artificial Intelligence procedure 7.19(a)).
- AI tools used for institutional purposes must be approved through established College processes. The request will be forwarded to the Chief Information Officer (CIO) for evaluation (see AI Intelligence Procedure).

VIII. Violations:

Any use of artificial intelligence systems to create, generate, automate, amplify, assist in, or distribute harassing, threatening, discriminatory, retaliatory, defamatory, or bullying conduct, whether directed toward students, employees, or third parties shall constitute a violation of this policy and may result in disciplinary action under applicable College policies, including the Student Code of Conduct, employee conduct policies, and anti-harassment provisions.

Violations of this policy may result in disciplinary action in accordance with applicable College policies and procedures, including but not limited to the

Student Code of Conduct, Academic Integrity policies, Employee policies, Applicable Laws and contractual agreements.

References: Ohio Department of Higher Education (ODHE) and Ohio Department of Education and Workforce (ODEW): AI Model Policy Guidance

Related Policies or Procedures:

Artificial Intelligence Procedure 7.19(a)

[Student Code of Conduct Policy 4.01](#)

[Student Code of Conduct Procedure 4.01\(a\)](#)

[Information Security Policy 6.01](#)

[Information Security Procedure 6.01\(a\)](#)

History:

	Date:	Reason:
Issued:	05/19/2026	Initial Issuance
Revised:	TBD	

This policy and / or procedure provides operating principles for Human Resources issues at Rhodes State College. It supersedes any prior policy covering specific subject. This policy and/or procedure may be suspended, modified or cancelled as determined by the College. This policy and/or procedure does not create a contract of employment, nor is it a condition of employment between the College and its employees.