

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

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**Purpose:**

The purpose of this Artificial Intelligence (AI) Procedure is to establish clear guidelines for the responsible, ethical, and effective use of AI technologies across the College. It ensures compliance with applicable laws and regulations while protecting data privacy, academic integrity, and institutional security. This procedure provides direction for faculty, staff, students, contractors and third-party vendors in the appropriate use of AI in instruction, operations, and decision-making, while supporting innovation that enhances student success and institutional effectiveness.

**AI Tool Review and Approval (Mandatory)**

- a. Any unapproved AI tools must be approved by the Chief Information Officer (CIO) prior to its use.
- b. The CIO will conduct:
  - Security review
  - Data privacy assessment
  - Accessibility compliance review
- c. The CIO will communicate approval or denial via email.
- d. Approved tools will be added to the College's AI repository (Rhodes State College Internet – IT webpage).

**Acceptable Use & Data Handling Procedure**

Users shall not input:

- Student data
- Employee records
- Protected or confidential information

Users are required to:

- Verify AI-generated outputs for accuracy
- Disclose AI use when required
- Prohibited Conduct involving AI
  - Users shall not use AI tools to create, generate, distribute, or assist in producing content that constitutes bullying, cyberbullying, harassment, intimidation, discrimination, threats, retaliation, or abusive targeting of any person or group.
  - Reports involving alleged AI-assisted harassment or bullying shall be referred to the appropriate College authority, which include Student Conduct, Human Resources, Academic Affairs, or other designated offices.

## Academic Use (Faculty/Student)

- a. Faculty must define permitted AI use within course syllabi.
- b. Students must adhere to course-level AI expectations and restrictions.
- c. Violations will be addressed through the Disciplinary Action and Due Process or Student Code of Conduct.

**AI Incident and Risk Reporting** Security or data-related incidents must be reported to the CIO.

- a. Academic misuse must be reported through established conduct processes.
- b. High-risk issues will be escalated to the appropriate governance group.
- c. Allegations involving AI-assisted bullying, harassment, or discriminatory misuse must be reported promptly and investigated under applicable College conduct and anti-harassment procedures.

## Training and AI Literacy

- a. The College will provide training to support responsible and effective AI use.
- b. Employees and students are expected to engage in AI literacy development appropriate to their roles.

## Related Policies or Procedures:

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

[Disciplinary Action and Due Process Procedure 2.23\(a\)](#)

[Anti-Hazing Policy 7.11](#)

## History:

	Date:	Reason:
<b>Issued:</b>	05/19/2026	
<b>Revised:</b>	MM/DD/YY	

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