# Monroe County Community College
## IT AI Use Policy

Policy Type: District Policy

Policy Title: IT AI Use Policy

Who Does the Policy Affect: Administrators, Faculty, and Staff

Purpose: The purpose of this policy is to establish the guidelines for the general use of AI resources. This policy covers all uses of any AI product available. This policy covers the general guidelines and expectation for all MCCC employees.

Use of Artificial Intelligence Tools

Publicly available applications driven by generative artificial intelligence (GenAI), such as chatbots or image generators come with serious security, accuracy, and legal risks. This policy highlights the issues raised by GenAI, helps employees understand the parameters for its acceptable use, and protects the College's confidential and sensitive information, trade secrets, intellectual property, brand, and workplace culture.

This policy applies to the use of any third-party or publicly available GenAI tools, including ChatGPT, Google Gemini, DALL-E, Midjourney, and other similar applications that mimic human intelligence to generate answers, work product, or perform certain tasks. The College recognizes that AI tools can significantly enhance productivity and innovation when used appropriately. The following are examples of acceptable use cases for AI tools in academic and administrative contexts. This list is not exhaustive, and other uses may be acceptable if they align with College policies and ethical standards:

- Data analysis and visualization that does not involve sensitive information
- Proofreading and grammar checking
- Work automation through bot creation
- Programming and software development
- Administrative efficiency, such as summarizing lengthy documents, routine correspondence, or generating meeting minutes, subject to privacy and confidentiality considerations

Affirmative Obligations. You are expected to observe the following guidelines when using GenAI:

- Understand that GenAI tools, although useful, are not full substitutes for human judgment and creativity.
- Be aware that many GenAI tools are prone to "hallucinations," incorrect math calculations, false answers or information, or information that is stale, and therefore unreliable. Employees must manually verify all fact-based outputs from generative AI tools using authoritative resources.
- Treat all information you provide to a GenAI tool as if it will be shared publicly on the Internet and be attributed to you or the College.
- Include an "AI Disclosure" section or footnote to briefly explain how AI tools were used and the specific AI tools employed. When a GenAI tool requires specific attribution procedures, employees must comply with the attribution requirements and licensing conditions of the generative AI tool provider.
- Verify that any response from a GenAI tool that you use is accurate, unbiased, not a violation of any other individual or entity's intellectual property or privacy, and consistent with College policies and

applicable laws.
• If you use GenAI to create images, or written works, perform an internet search of the final product to minimize the risk of intellectual property infringement. Content created by staff using GenAI tools in the course of their employment duties is generally considered work-for-hire and is owned by the College.

Prohibitions. While using GenAI, please observe all of the following rules:

• Do not use GenAI tools to make or help you make employment decisions about applicants or employees, including recruitment, hiring, retention, promotions, transfers, performance monitoring, discipline, demotion, or termination.
• Never upload or input any trade secrets, connection strings, patented, or copyrighted information; or confidential, proprietary, or sensitive College information into any GenAI tool, unless the IT Department or the Risk Management has confirmed that appropriate contractual protections for this information are in place, and you are using the approved version of the tool. Examples include passwords and other credentials; biometric information, protected health information; personnel information; donor personal or other information; information from documents marked confidential, sensitive, or proprietary; or any other nonpublic College information that might be of use to competitors or harmful to the College if disclosed.
• Never upload or input any personal information about you or any person into any GenAI tool as such may lead to FERPA, HIPAA, or other unintended violations.

In addition to usual disciplinary procedures, violating this policy may include immediate termination, and could result in legal action against you or the College. If you are concerned that someone has violated or is at risk of violating this policy, please bring this information to their attention and ensure this behavior is reported to your supervisor or any member of Human Resources