Title: Generative Artificial Intelligence and Acceptable Use

Related Policy and Procedures: Policy 7.1 Technology Services; Policy 7.2 Internet and Acceptable Use; Policy 3.3.3 Employee Code of Conduct; Policy 5.3.2 Student Code of Conduct; Policy 5.4.3 Student Records - FERPA; Procedure 5.4.3.2 FERPA Annual Notice

Divisions of Responsibility: Institutional Research, Planning, Effectiveness and Technology; Student Success and Enrollment Management; Learning

College of The Albemarle supports the ethical and responsible use of publicly available Generative Artificial Intelligence (GAI) tools by all employees to improve efficiency and effectiveness in the workplace as well as by faculty and students to enhance the teaching and learning experience. This policy aligns with guidance from the North Carolina Department of Information Technology for state agencies.

GAI is a kind of artificial intelligence capable of generating new content such as code, images, music, text, simulations, 3D objects, videos, etc. Publicly available GAI is a form of GAI that is made publicly available to users, not procured through the state, and not required to comply with state privacy and security requirements, for example, ChatGPT.

I.   **General Guidelines**

These guidelines aim to ensure ethical practices, data security, and compliance with institutional values while leveraging GAI tools to enhance productivity and innovation.

A.   The employee's work email address should be used to create an account when using GAI for work purposes. Using a personal account to perform COA work subjects that account to records requests through the Freedom of Information Act.

B.   The sharing of login credentials is prohibited.

C.   No Personally Identifiable Information (PII) should ever be uploaded into a GAI model. Examples include, but are not limited to, employee and student names, ID numbers, addresses, phone numbers, email addresses, social security numbers, and any financial information that can be used on their own or in conjunction with other information to identify, contact, or locate a single person, or to identify an individual in context.

D.   No data that falls under regulatory protection should be input into a GAI model, for example, data protected by the Family Educational Rights and Privacy Act, 34 CFR §99.3 (FERPA) or Health Insurance Portability and Accountability Act of 1996, § 264, 110 Stat.1936 (HIPAA).

E.   Substantive GAI content must be properly attributed/cited when used in college

documents, such as policies, procedures, proposals, reports, presentations, publications, etc. Citations must include the following: Name of Publicly Available Generative AI System, model type and version employed.

F. Users must be aware of and respect the intellectual property rights associated with GAI content. If content is used for publication or distribution, it is the responsibility of the employee to verify the ownership and usage rights.

G. Employees should always check privacy and security settings of the publicly available GAI tool prior to use.

H. GAI content should be reviewed for accuracy, relevance, bias, and appropriateness before being used in official documents or communications.

I. Faculty, staff, and students seeking to use college equipment, software, or networks to design, develop, or deploy GAI systems must have the recommendation of the Technology Committee and subsequent approval from the President's Leadership Team.

II. Teaching and Learning

GAI can be incorporated into curriculum and assignments to teach students critical thinking about technology, ethics, and the responsible use of GAI tools in professional fields. Approval of GAI tools is at the discretion of faculty in accordance with College policies and procedures. Students are expected to follow guidelines provided by their instructors regarding GAI usage and citations.

A. Students may use GAI tools to supplement learning, such as for study aids, research assistance, and providing personalized feedback. The use of GAI tools by students must be cited when usage directly contributes to assignments, essays, or projects if allowed by the instructor.

B. GAI tools may be used by faculty for instructional support, such as content generation (quizzes, assessments), or analytics, provided that the GAI tool does not replace the instructor's role.

C. GAI tools are not permitted to be used to complete assessments or assignments in a way that violates the College's Student Code of Conduct for academics. Submitting GAI work as one's own without proper citation or authorization is considered an academic violation of the College's Student Code of Conduct.

D. Faculty must not rely exclusively on GAI tools for grade determination without substantive human oversight.

E. Faculty must include a statement on the use of GAI tools in the course syllabus, specifying allowable and prohibited uses.

August 12, 2025   August 12, 2025   N/A

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Date Approved by Board of Trustees   **Date of Last Review**   **Date of Last Revision**