Clarendon College
Information Technology Services (CLARENDON COLLEGE-IT)
Artificial Intelligence Usage Policy:

PURPOSE:
This policy outlines the acceptable use of Artificial Intelligence (AI) technologies by faculty and students within the college environment. The primary aim is to ensure responsible, ethical, and productive utilization of AI tools while promoting innovation, learning, and academic excellence.

SCOPE:
This policy applies to all faculty, staff, and students who access, use, or interact with AI technologies provided or facilitated by the college, whether on campus or remotely.

POLICY STATEMENTS:

1. **Alignment with Texas Higher Education Standards:** Must ensure use and compliance with Texas privacy laws, such as the Texas Cybersecurity Act.

2. **Ethical Use:** All faculty and students must utilize AI technologies consistent with ethical standards, respecting human dignity, privacy, truth, and individual rights.

3. **Accessibility & Accommodations:** Address AI accessibility for students with disabilities in compliance with the Americans with Disabilities Act (ADA). Ensure AI tools used for education are inclusive and support diverse learning needs. AI-driven tools used in coursework, assessments, and administrative functions must comply with Section 508 of the Rehabilitation Act and Web Content Accessibility Guidelines (WCAG) to ensure equal access for students with disabilities. Faculty and staff should verify that AI-generated materials (such as transcripts, summaries, or visual content) are accessible to individuals with vision, hearing, or motor impairments.

4. **Academic Integrity:** The use of AI tools for academic purposes must adhere to the principles of academic integrity. Plagiarism, cheating, or any dishonesty facilitated by AI technologies is strictly prohibited. AI should be used for assistance (e.g., grammar suggestions, summarization) rather than complete content creation. Students are required to disclose AI-assisted work and differentiate between human and AI-generated content.

5. **Legal Compliance:** Users must comply with all relevant laws, regulations, and institutional policies governing the use of AI technologies, including but not limited to data protection, intellectual property rights, and privacy laws.

6. **Training Faculty & Staff on AI Accessibility:** Faculty should be trained to select ADA-compliant AI tools and integrate them into coursework without disadvantaging students with disabilities.

7. **Preventing AI from Creating Accessibility Barriers:** AI-generated content (such as auto-graded assignments or chatbot responses) should not create additional barriers for students with disabilities. If an AI system is used for student assessments or advisement, accommodations should be made for students who require extra support.

8. **AI Use in Administrative Functions:** AI should complement, not replace, human staff in administrative roles. Regular audits of AI systems should be conducted to prevent biases in admissions, grading, or advising.

   a. **AI Chatbots & Virtual Assistants:** If AI-powered chatbots are used for student inquiries, they should be regularly monitored for accuracy and fairness.
   b. **AI in Admissions & Financial Aid:** Ensure AI-driven admissions and financial aid decision-making is transparent and does not introduce biases.
   c. **AI in Student Advising:** AI tools that assist with course selection or career advising should include human oversight to ensure personalized and accurate guidance.
   d. **Data Privacy & Security:** AI tools handling student data must comply with FERPA (Family Educational Rights and Privacy Act) and Texas data privacy laws.

9. **Responsible Data Handling:** Under applicable privacy regulations, users must handle data responsibly. This includes obtaining necessary permissions for data collection, processing, and sharing, and implementing appropriate security measures to protect sensitive information.

10. **Transparency and Accountability:** Faculty and students utilizing AI technologies are responsible for understanding the capabilities and limitations of these tools. They must transparently disclose the use of AI in academic work and be accountable for the outcomes produced. Transparency should be required when AI is making administrative decisions that impact students.

11. **Bias Mitigation:** Users must be vigilant in identifying and mitigating biases inherent in AI algorithms and datasets. They should strive to promote accuracy and fairness when using AI technologies.

12. **Intellectual Property Rights:** Users must respect intellectual property rights, including copyrights and patents, when creating, sharing, or using AI-generated content or algorithms.

13. **Professional Development:** The college will provide opportunities for faculty and students to enhance their AI literacy and skills through training, workshops, and other educational resources.

14. **Faculty Guidance and Course Support:** AI's role in the classroom should ensure it enhances learning rather than diminishing academic rigor. AI should be used for assistance (e.g., grammar suggestions, summarization) rather than entire content creation.

    a. **Assignment Design to Deter AI Misuse:** Encourage assignments that require critical thinking, personal reflection, or hands-on experiences that AI cannot easily replicate.
    b. **AI in Research and Writing:** Syllabi should define when AI-assisted research is appropriate and crosses ethical boundaries (e.g., using AI to generate entire papers).
    c. **Preventing Over-Reliance on AI:** Faculty should educate students on AI as a tool for enhancement, not a replacement for human learning and effort.
    d. **Transparency in AI Use:** Syllabi should require students to disclose AI-assisted work and differentiate between human and AI-generated content.
    e. **Collaborative Learning:** Faculty and students are encouraged to collaborate and share knowledge and resources related to AI technologies in a spirit of academic inquiry and mutual support.

15. **Use in Online and Hybrid Learning:** Faculty should clearly state in their syllabi how AI can or cannot be used in online coursework. AI-generated responses in discussion forums should be disclosed to maintain academic transparency. Any AI-driven tools used in assessments should be vetted for bias and fairness.

    a. **AI in Learning Management Systems (LMS):** Ensure that AI tools used within platforms like Blackboard, Canvas, OpenLMS, or other LMS adhere to academic integrity standards.
    b. **AI-Generated Assignments:** Course syllabi should define what level of AI assistance (if any) is allowed for assignments, essays, and discussions in online courses.
    c. **Automated Grading & Feedback:** If AI grading tools are used, ensure they are fair and accurate and provide meaningful feedback.
    d. **Virtual Proctoring & AI Monitoring:** If AI-powered proctoring tools are used, ensure they do not infringe on student privacy or disproportionately impact certain student groups.

16. **Reporting and Compliance:** Any concerns or incidents related to the misuse or unethical use of AI technologies should be reported to the appropriate authorities for investigation and resolution. The IT department should conduct accessibility audits of AI tools, provide alternative solutions when necessary, and ensure that any AI systems and

services meet the college's [Acceptable Use Policy](#), [Security Contracts and Cloud Services Procurement Policy](#), and the Texas Risk and Authorization Management Program (TX-RAMP) guidelines (https://dir.texas.gov/information-security/texas-risk-and-authorization-management-program-tx-ramp).

ENFORCEMENT:
Violating this AI use policy may result in disciplinary action, including academic sanctions, loss of privileges, or legal consequences, depending on the severity and nature of the violation.

REVIEW AND MODIFICATION:
This policy will be periodically reviewed and updated as necessary to reflect changes in technology, regulations, and institutional priorities. Amendments to the policy will be communicated to all relevant stakeholders.

ACKNOWLEDGMENT:
By accessing or using AI technologies provided or facilitated by the college, faculty, staff, and students acknowledge their understanding of an agreement to comply with this AI use policy.

DEFINITIONS:
Artificial Intelligence: (AI) is the theory and development of computer systems capable of performing tasks that historically required human intelligence, such as recognizing speech, making decisions, and identifying patterns.

Bias Mitigation: Refers to the proactive process of identifying, addressing, and reducing biases within an organization or society. These biases can manifest in various forms, such as unconscious biases based on race, gender, age, or socioeconomic status.

Texas Risk and Authorization Management Program (TX-RAMP): Provides a standardized approach for security assessment, certification, and continuous monitoring of cloud computing services that process the data of Texas state agencies.

Related Policies, References, and Attachments:
An index of approved Clarendon College-IT policies can be found on the Clarendon College Information Technology Services Policies website at https://www.clarendoncollege.edu/information-technology.
The Policy Compliance Document contains reference materials, legal compliance guidelines, and policy enforcement. The Clarendon College Information Security Program and Clarendon College Information Security User Guide are also available on the Information Technology Services Policies website.

The Clarendon College Board of Regents approved this policy on May 15, 2025, version 1. This policy was reviewed by Will Thompson, Vice President of IT, on April 24, 2025.