

Georgia College & State University Artificial Intelligence Policy

1. Purpose and Scope

Artificial Intelligence (AI) technologies offer a host of opportunities for furthering intellectual endeavors and human understanding. However, as an emerging field, AI also offers potential ethical and practical pitfalls. Therefore, this policy establishes core requirements for the appropriate use of such technologies at Georgia College & State University.

1.1 Definitions and scope of AI within the institution's context

For the purpose of this policy, Artificial Intelligence (AI) refers to a broad range of technologies that enable computer systems to perform tasks that typically require human intelligence. As defined by the University System of Georgia (USG), these tasks include, but are not limited to:

- Learning: Acquiring and retaining knowledge or skills through experience, data, or instruction.
- Reasoning: Using logic and inference to draw conclusions, solve problems, and make predictions.
- Problem-solving: Identifying and implementing solutions to defined challenges.
- Perception: Processing and interpreting sensory input such as images, audio, and text to understand the surrounding environment.
- Natural Language Processing: Understanding, interpreting, and generating human language.
- Decision-making: Selecting a course of action based on available information and predefined goals.

This definition encompasses various AI approaches, including machine learning (encompassing deep learning), natural language processing, computer vision, and rule-based systems. AI systems can operate with varying degrees of autonomy and complexity, ranging from narrowly focused applications to more general-purpose capabilities.

This policy applies to the development, deployment, and use of all AI systems within Georgia College & State University, regardless of their specific architecture or application. The overarching principle is to ensure that the use of these technologies is conducted in an ethical manner.

2. AI Systems Inventory

AI systems and tools will be inventoried annually by the GCSU IT department and reported to University Senate through the Resources, Planning and Institutional Policy standing committee.

- The GCSU Division of Information Technology will maintain an inventory of all AI-based software purchased by the university. Inventory will include the tool name, vendor, tool type, AI-model type, description of data interaction, and purpose.
- The GCSU Division of Information Technology will develop a digital AI software usage form. The form will be distributed to faculty each semester. Faculty are required to identify all AI-based software used by them or their students for each course.
- The Resources, Planning and Institutional Policy committee will conduct an annual review of the AI-Inventory report.

3. Ethical principles and guidelines concerning the use of AI

3.1 Accountability and responsible use of AI-generated content

Any faculty or staff member seeking to incorporate the use of AI technologies in official university activities must:

- Follow established standards and practices for attribution based on discipline
- Ensure that any information or data generated is accurate and appropriate
- Ensure that all confidential and personal information or data is used in accordance with Section 3.3 below
- Ensure that any use of AI technologies in the classroom promotes student learning, facilitates a more personalized learning environment, and/or increases human and intellectual connection.

All students must abide by the guidelines for AI usage found in the Bobcat Code and in the Student Academic Dishonesty Policy.

- Bobcat Code – <https://www.gcsu.edu/deanofstudents/student-code-of-conduct>
- Student Academic Dishonesty Policy - <https://gcsu.smartcatalogiq.com/2024-2025/undergraduate-catalog/academic-policies/student-code-of-conduct/student-academic-dishonesty/>

3.2 Professional development for faculty and staff and educational options for students regarding AI ethics, responsible use, and potential risks

- The Division of Academic Affairs, in consultation with the faculty, shall develop a comprehensive training program for interested faculty.
- The Division of Student Affairs shall provide necessary education regarding AI ethics, responsible use, and potential risks.
- These training programs shall provide campus-wide familiarity with this policy and all related policies, as well as the USG IT Handbook. In addition, the training should include access to sessions and workshops on the evolving developments and emerging risks of AI.

3.3 Privacy and security of Information

All AI usage must follow established laws, policies, and regulations as it pertains to using and handling confidential data information.

All AI usage must follow privacy guidelines set in Section 12.6 of the USG Business Procedures Manual and well as all established USG data privacy policies.

All divisions of the university must use University-licensed AI systems only as intended and ensure all confidential information is properly protected. Personally identifiable information must be encrypted and/or anonymized.

Any AI-related breaches must follow the appropriate measures based on the University's Incident Response Plan.

4. Governance and Oversight

4.1 Regulatory

All regulatory aspects of AI use in higher education will be monitored through the Office of Legal Affairs.

4.2 Compliance

All aspects of compliance as it pertains to the acquisition and use of AI-based systems will be the responsibility of the Division of Information Technology.

4.3 Scholarly Research

Any AI use in human subjects research must be clearly defined and ethical, having all procedures approved by the Institutional Review Board.

Faculty and students using AI technologies in academic research must comply with publication guidelines, professional association standards, USG policy, and all applicable state and federal laws.

4.4 Intellectual property

AI systems may not be given access to intellectual property without the express consent of the original author/creator, where the IP falls under legal protection.

4.5 Points of contact

Institutional AI Policy Lead – The President will create an institutional role to oversee university AI policy. The President will appoint a member of the university faculty or staff to the role for a period time determined by the President.

All questions or concerns related to this policy should follow the established chains of command.

Queries on guidance on the use of AI in academic instruction should be forwarded to the Center for Teaching and Learning.

Queries on guidance on the general use of AI should be forwarded to the Division of Information Technology.

5. Policy Review and Updates

5.1 Review Schedule

This policy will be reviewed annually by the Resources, Planning and Institutional Policy committee to ensure continued relevance, effectiveness, and compliance with current regulations and best practices.

5.2 Update Process

Policy updates may be initiated by:

- Scheduled annual review
- Changes in applicable laws and regulations
- Significant incidents or compliance issues
- Technical developments affecting policy scope
- Recommendations from the GCSU community

5.3 Version Control

Each policy revision will be documented with:

- Version number
- Effective date
- Summary of changes
- Approval date