

ADMINISTRATIVE POLICY

ACCEPTABLE USE OF ARTIFICIAL INTELLIGENCE (AI)

This policy pertains to community, employees, and students.

Policy Statement

Fox Valley Technical College (FVTC) supports the responsible and ethical use of Artificial Intelligence (AI) to enhance teaching, learning, operations, and community engagement. AI must always be used in ways that uphold human oversight, transparency, equity, and accountability.

Purpose

This policy establishes principles and expectations for the use of AI tools and systems across FVTC. It ensures that AI use aligns with college values, protects personal and institutional data, and promotes innovation while maintaining trust and integrity.

Scope

This policy applies to all employees, students, contractors, and community partners who create, access, or use AI tools or data within FVTC environments or on behalf of the College.

Policy Guidelines

Human Oversight

AI systems must always remain under meaningful human control. Individuals are accountable for verifying AI-generated content and decisions before using or sharing them.

Ethical and Purposeful Use

AI must be used to support learning, improve efficiency, and enhance well-being, not to replace human judgment or reduce opportunities for meaningful work.

Data Protection and Privacy

Generative AI tools (e.g., ChatGPT, Microsoft Copilot) must not be used to process, transmit, or store confidential, restricted, or protected FVTC data, including FERPA-, HIPAA-, GLBA-, or ADA-protected information, unless explicitly authorized by the Vice President of Information Technology Services/CIO.

Transparency and Disclosure

When AI is used in academic or administrative work, users should be able to explain how AI contributed to the output or decision.

Accountability and Integrity

Users remain responsible for the accuracy, ethics, and impact of all work involving AI. Misuse, plagiarism, or misrepresentation of AI-generated content is prohibited.

Equity and Access

AI opportunities and training must be available to all employees and students. The College will promote inclusive access to AI literacy and tools that support fair learning and employment environments.

AI Literacy and Training

FVTC will provide ongoing education to help users understand AI capabilities, limitations, and ethical implications. Training will emphasize the safe, informed, and creative use of AI.

Data Stewardship

All data used to train or support AI systems must comply with institutional policies. Data must be accurate, relevant, and safeguarded against misuse.

Continuous Review

AI technologies and practices will be reviewed regularly for ethical, legal, and operational risks. The college will adapt its policies as standards and technologies evolve.

Incident Reporting

Suspected AI-related data breaches must be reported immediately to the IT Service Desk or the Chief Information Security Officer.

Violations

Misuse of AI or violations of this policy may result in disciplinary action consistent with college policies and applicable laws.

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