Policy Title	Acceptable Use of Artificial Intelligence Technologies Policy
Policy Number	8040
Category	Technology (8000s)
Applicability	College-wide
Responsible Office	Information Technology Services
Effective Date	June 16, 2025

I.   Policy Statement

This policy establishes expectations and guidelines for the responsible use of Artificial Intelligence (AI) technologies within Suffolk County Community College. The goal is to ensure that AI tools and systems are used ethically, legally, responsibly, and in alignment with our institutional values and academic goals.

II.   Rationale

The purpose of this Policy is to provide transparent standards for responsible use of AI technologies, considering the following:

Ethical Considerations
An acceptable use policy helps ensure that AI is employed ethically, addressing concerns related to bias, discrimination, and fairness. This is crucial in a higher education setting where inclusivity and equal opportunities are foundational principles.

Academic Integrity
AI can potentially be misused in academic settings, such as facilitating plagiarism, cheating, or unauthorized assistance. By defining acceptable uses, the college upholds academic standards and integrity, ensuring that AI enhances rather than undermines the student learning experience.

Legal and Regulatory Compliance
An acceptable use policy helps ensure that AI technologies are used in accordance with legal requirements, and that sensitive, confidential, or regulated data are not used in AI applications in a manner that does not comply with applicable data protection and privacy laws, such as the U.S. Family Educational Rights & Privacy Act (FERPA).

Data Privacy and Security
AI systems have the capability to process large amounts of personal and institutional data. An acceptable use policy establishes restrictions for handling this data responsibly, minimizing the risk of data breaches or unauthorized access, and safeguarding the privacy of students, faculty, and staff. Private and confidential material must not be shared, uploaded, or used with AI technologies without the explicit written approvals required by this policy.

<u>Transparency and Accountability</u>
Clear guidelines on the acceptable use of AI help promote transparency in how AI technologies are implemented and used. This ensures that all stakeholders understand their roles and responsibilities as well as the consequences of misuse of AI technologies.

<u>Promoting Best Practices</u>
This policy provides a framework for adopting and integrating AI technologies in ways that align with the College's values and goals. It encourages best practices in the use of AI, supporting innovation while managing risks effectively.

<u>Supporting Education and Research</u>
By defining acceptable uses, the policy ensures that AI technologies support educational and research objectives effectively, responsibly, and ethically. It provides a foundation for leveraging AI to enhance learning experiences and academic research without compromising institutional values.

<u>Adapting to Technological Advancements</u>
AI technology is rapidly evolving. This acceptable use policy provides a structured approach to integrating new AI tools and systems, ensuring that they are adopted in a manner that remains consistent with institutional standards and goals.

<u>Risk Management</u>
AI technologies can introduce various risks, including ethical dilemmas, security vulnerabilities, and operational challenges. This policy helps manage these risks by setting expectations and guidelines for responsible use and addressing potential issues proactively.

III.   Scope and Applicability

This policy applies to all faculty, staff, students, and contractors who use AI technologies as part of their academic, administrative, work, or research activities at or for Suffolk County Community College.

IV.   Responsible Office/Executive

The Office of Information Technology Services has responsibility for the implementation and review of this Policy, in consultation with the Office of Legal Affairs, the Office of Academic Affairs, and the Office of Student Affairs. Individuals with questions about this Policy should contact the Office of Information Technology Services for more information.

V.   Definitions

<u>Artificial Intelligence (AI)</u>: Technologies and systems that enable machines or machine-based systems to perform tasks that typically require human intelligence, including but not limited to machine learning, large language model, natural language processing, and robotics, including generative AI.

<u>AI Technologies</u>: Tools and systems that utilize AI to enhance or automate processes, decision-making, or data analysis.

VI. Policy Elaboration

A. Responsibilities When Using AI Technologies

Use of AI technologies at or for Suffolk County Community College must be in compliance with college policies, procedures, and standards, as well as applicable federal and state law and regulation, including but not limited to those regulating data protection, privacy, and intellectual property. Individuals implementing or using AI technologies have a responsibility to familiarize themselves with how the AI technology uses personally identifiable, confidential, sensitive, or regulated information to ensure the use complies with applicable laws, rules, regulations, policies, and procedures.

AI technology is not a substitute for and should not be used without sufficient human oversight, quality assurance, review, validation, or decision-making. AI technologies may draw from a variety of source or training data, including data or sources that may be inaccurate, ethically unsound, malicious, illegal, or discriminatory. For example, users cannot use AI-generated results from AI-generated code within College IT systems, software, or services without it being responsibly reviewed to verify it is not malicious code.

Faculty and staff are responsible for ensuring that any AI technology they deploy or use adheres to this Policy. They must seek training and guidance on the ethical and responsible use of AI technologies as per college procedure.

Students: Students are expected to use AI technologies in compliance with academic integrity policies and are recommended to report any misuse they observe. Individual faculty members reserve the right to further restrict the use of AI technology within their classes.

B. Permitted Uses

Subject to the standards and requirements outlined in this Policy and in any implementing administrative procedures adopted pursuant to this Policy, permitted uses of AI Technologies are as follows:

- Educational and Research Purposes: AI technologies may be used to support and enhance educational and research activities. This includes data analysis, personalized learning experiences, and academic research. Faculty and students must ensure that AI technologies are used in a manner that adheres to legal and data privacy standards, accreditation requirements, ethical research practices, and academic integrity standards.

- Administrative Functions: AI technologies can be utilized to improve administrative processes, such as student admissions, course scheduling, and resource management, but implementation must comply with institutional policies, legal standards, accreditation requirements, privacy and data protection regulations, as well as applicable technical review procedures coordinated through the Office of Information Technology Services.

C. Prohibited Uses

Based on the standards established by this Policy for ethical and responsible use of AI technologies, the following uses of AI technologies at or for Suffolk County Community College are prohibited:

- Unauthorized Data Use: The use of AI for unauthorized data collection, analysis, or dissemination is strictly prohibited. This includes accessing or using confidential, personal or sensitive information without proper authorization.

- Upload of College Data: Institutional data belongs to the College, not to individual departments or employees. Data that belongs to the college shall not be uploaded into any AI technologies, system, or platform without the explicit written approval of the Vice President for Information Technology Services, the identified Data Owner for each data resource, and the Vice President with area responsibility for the data resource, following sufficient technical review and consideration of risks and benefits. Any such written approval, if given, will specify the scope of permitted use, and individuals are not authorized to exceed the scope of the permitted use.

- Academic Misconduct: AI technologies must not be used to facilitate academic dishonesty, including but not limited to plagiarism, cheating, or unauthorized assistance in academic assignments, or violate academic integrity standards established through college policy, program rules, or individual course requirements.

- Discriminatory or Harassing Use of AI Technologies: AI technologies must not be used to facilitate or perpetuate unlawful or prohibited discrimination, harassment, or bias on the basis of race, color, religion, creed, sex, age, marital status, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, national origin (including shared ancestry or ethnic characteristics), military or veteran status, domestic violence victim status, criminal conviction, disability, or any other protected characteristic. Tools and systems must be regularly assessed for fairness and accuracy.

- Fraudulent or Illegal Activities: AI technologies cannot be used to engage in an activity that is, or generates content that is, illegal, fraudulent, or violates any federal or state laws, regulations, SUNY, or college policies or rules.

- Inconsistency with Accreditation Standards or Requirements: AI technologies cannot be used in a manner inconsistent with applicable accrediting bodies' standards, policies, or requirements. This includes any policies or requirements applicable to use of AI promulgated by the Middle States Commission on Higher Education or individual program accreditors.

D. Oversight and Enforcement

The Office of Information Technology Services will oversee the implementation of this policy and provide guidance on best practices for AI technology use.

Violations of this policy will be addressed through the College's established policies and procedures, which may include warning, training requirements, termination of access to College systems and/or applicable employee or student disciplinary procedures.

E. Review and Update

This policy will be reviewed and updated as necessary to reflect changes in technology, law, and institutional priorities. Feedback from the college community will be considered in the policy review process.

VII.   Related Administrative Procedures

The Office of Information Technology Services is authorized to develop and disseminate reasonable rules and procedures as necessary to establish a process for technical review, consultation, and approval of any AI technologies to be implemented on Suffolk County Community College systems or as part of any administrative function at the College, as well as use or upload of any College data to AI technologies, to ensure compliance with this Policy. Additional information can be found at:

- Office of Information Technology Services webpage
- Suffolk Help

The Office of Academic Affairs and the Center for Teaching and Learning are authorized to develop and disseminate reasonable rules and procedures, as well as guidance, as necessary to support faculty and academic programs/functions in utilizing AI technologies in accordance with this policy. Additional information can be found at:

- Center for Teaching and Learning (which publishes standardized syllabus statements, information on approved plagiarism detector tools that may be used and how to use them, and workshops on AI)

VIII. Cross-References

- Information Technology Policies and Guidelines for Employees
- Cloud Computing Policy
- Management Standard of Protected College Information in Transit and Storage
- Enterprise Systems Information Security Procedures
- Policy Statement on Privacy and Confidentiality
- Policy on Information Security Access
- Code of Professional Ethics
- Policy 4001: Student Records Policy
- ISec Data Classification Standard
- Equal Opportunity and Anti-Discrimination Policy
- Non-Discrimination Notice
- Student Code of Conduct
- Information Technology Policies and Guidelines for Students

- Center for Teaching & Learning: [Generative AI](#)
- [Academic Misconduct Definitions](#)

IX.   References

- Middle States Commission on Higher Education (MSCHE) [Standard II](#), [Standard VI](#), [Standard VII](#)
- [SUNY Information Security Policy](#)
- New York State Office of Information Technology Services, [Acceptable Use of Artificial Intelligence Technologies Policy (No. NYS-P24-001)](#)
- SUNY FACT2 [Guide to AI in Higher Education](#) – First edition from Fall 2023
- SUNY FACT2 [Task Group: AI in Action](#)
- SUNY Center for Professional Development (CPD): [Artificial Intelligence in Higher Education](#)
- SUNY CPD Lumen Circle on [Evidenced-based Teaching with Generative AI](#)
- SUNY Digital Innovation & Academic Services, [Faculty Support for AI in Teaching & Learning](#)

X.   History / Revision Dates

Adoption Date: June 16, 2025 (President's Cabinet)