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Responsible Department: Academic Affairs

Last Update: First Version

Permanent or Temporary/Interim Policy: Permanent

Policy on the Use of Artificial Intelligence

Purpose

The purpose of this Policy is to outline the College's policies on generative artificial intelligence ("AI") AI (e.g., ChatGPT, Gemini, etc.) is artificial intelligence that can create new content. Roanoke College recognizes the potential that generative artificial intelligence (here referred to as AI) technologies hold for enhancing educational practices, research, and administrative efficiency. Roanoke College also recognizes that our graduates will be entering a world where AI is increasingly ubiquitous, and that they will need guided practice on the ethical and effective use of generative AI tools. We are prepared to accept the task of educating them on the utilities, benefits, limitations, and risks of using these tools. As we do this, we must be careful to use these tools responsibly to ensure that we continue to maintain academic integrity, protect privacy, and ensure the security of our information. This policy outlines guidelines for the use of AI technologies by the campus community.

A dedicated committee (the "AI Committee") composed of the AI Coordinator, Information Technology professionals, a legal advisor, and faculty and administrators with expertise in AI - has been established to oversee this policy and any necessary future amendments.

Policy

1. Academic Integrity and AI

In alignment with our existing standards of academic integrity, unless otherwise specified by the professor, all work presented by a student is assumed to be that student's original work, created or prepared by that student while working alone. Work taken from non-person entities, such as generative AI, is not considered a student's original work, and so may violate our existing Academic Integrity policy.

Faculty members are encouraged to assist students' development in the ethical and appropriate use of AI technologies in their classrooms, where it enhances learning outcomes. Faculty should include a specific AI policy in their course syllabi, clarifying expectations around the use of AI-generated content and how – if such technologies are allowed – they should be cited.

2. Data Privacy and Data Protection

Roanoke College is dedicated to safeguarding the privacy of our community members and their data.

Sensitive information: Faculty, staff, and students must exercise caution when interacting with AI, recognizing that input data may be retained in the model and potentially utilized by AI developers. Sensitive data – including but not limited to social security numbers, student ID numbers, academic grade information (grades, GPA, etc.), financial records, health information, and proprietary information – should never be entered into AI platforms that are not specifically approved by Roanoke College Information Technology.

All Roanoke College community members are urged to adhere to existing data classification policies **[insert link]** to ensure the security of personal and institutional data. The inadvertent disclosure of sensitive information through use of AI technologies could result in breaches of trust and legal violations under the Family Educational Rights and Privacy Act (FERPA) and other relevant statutes.

3. Ethical Use of AI

Roanoke College is committed to innovation and collaboration in our use of AI technologies. We support the innovative use of AI technologies in ways that advance our educational mission, promotes inclusivity, and foster collaborative learning environments. We are committed to providing resources and guidance for the ethical incorporation of AI into both academic and administrative processes.

While exploring the capabilities of AI, it is crucial to remain vigilant about the ethical implications and potential biases inherent in AI-generated content and analysis. Faculty, staff, and students are encouraged to critically evaluate AI resources and prioritize transparency in their use.

Policy Procedure/Implementation

1. Regular Review and Update Process

AI technologies are continually evolving. To ensure this policy remains effective and relevant, Roanoke College commits to the following review and update processes:

Regular review – This policy will be reviewed annually by the AI Committee. The charge of this Committee is to assess the policy’s effectiveness in addressing changing AI technologies and emerging ethical considerations.

Community input – The review process will include opportunities for input from the broader Roanoke College community, ensuring that diverse perspectives are considered. This may involve surveys, public forums, and consultation with external experts.

Updates and amendments – The policy may be updated or amended to reflect new developments in AI technology, changes in legal and ethical standards, and the evolving needs of Roanoke College and higher education more generally. All updates will be put in place by the AI Committee and communicated clearly to the community. If necessary, training sessions will be held to facilitate compliance.

2. Incident Response Plan

Recognizing the potential for policy breaches and the misuse of AI technologies, Roanoke College establishes a clear incident response plan to effectively address violations and protect our community:

Reporting mechanisms – All members of the Roanoke College community are encouraged to report any suspected misuse of AI technologies, breaches of data privacy, or violations of this policy through designated reporting channels. Data and privacy violations should be reported to the CIO. Academic violations fall under the purview of faculty or Academic Affairs. Reports and concerns will be handled with confidentiality and without fear of retaliation.

Investigatory procedures – Upon receipt of a report, the AI Committee may be called upon to conduct a thorough investigation to determine the nature and extent of the violation.

Sanctions and remedies – In cases where a violation of the policy is confirmed, Roanoke College will take appropriate action, which may include disciplinary measures for those individuals involved, revisions to security protocols, and additional training.