

Temple College Generative AI Policy

Temple College recognizes the transformative potential of generative artificial intelligence (AI) in education and the workplace, while acknowledging our responsibility to ensure its ethical and effective use. This policy establishes guidelines for the acceptable use of generative AI tools and upholds our commitment to academic integrity, ethics, and educational excellence.

Core Principles

- **Transparency:** All use of AI tools must be explicitly disclosed and properly attributed, ensuring clear communication about when and how AI is being used in academic work.
- **Privacy & Security:** No personally identifiable information or sensitive institutional data should be input into external AI systems, and only institutionally approved AI tools may be used for official college business.
- **Academic Integrity:** While AI can be used as a learning tool, it should not bypass critical thinking processes or be used to generate work that is presented as entirely original without proper attribution.
- **Accountability:** Users are responsible for the content produced with AI tools and for verifying the accuracy of outputs.
- **Educational Excellence:** AI should enhance, not replace, the learning process, serving as a tool to support student success while maintaining rigorous academic standards and learning outcomes.

Data Privacy & Security

- All AI tools used at Temple College must comply with FERPA requirements and institutional data governance policies.
- Faculty and staff must protect student privacy when using AI tools and may not input student personally identifiable information into external AI systems.
- The IT department will maintain a list of approved AI tools that meet our security and privacy standards, in addition to defining appropriate use policies for users and vendors.

Faculty Rights and Responsibilities

Faculty members have the authority to define and determine appropriate AI use in their courses, with input from department and division heads. Faculty may prohibit, limit, or encourage AI use as they deem appropriate for their course objectives, and must clearly state their AI policies in course materials.

- Faculty maintain academic freedom in determining the role and usage of AI (or lack thereof) within their courses, provided it meets the College standards for data privacy and security.
- Course syllabi will clearly state policies regarding AI use for assignments and assessments, and outline acceptable and/or unacceptable use.

- Syllabus AI statements will also disclose faculty's use of AI in producing course materials or other content.
- Faculty may (at their discretion) employ AI tools to determine the authenticity of student work, with the understanding that AI detection technology is not infallible.
- In the interest of transparency, faculty are encouraged to document and attribute AI use in their own course materials and assessments.
- Faculty may integrate AI into teaching, research, and course development (e.g., creating lesson plans, summarizing literature, generating discussion prompts) as long as its use is clearly outlined and disclosed in course syllabi and supports learning objectives.
- Divisions and departments will regularly discuss and implement best practices and policies around discipline-specific uses of AI.

Student Rights and Responsibilities

Students are responsible for understanding and following the specific AI guidelines established in each of their courses, and for ensuring that their academic output is an accurate reflection of their own work and intellectual development. Students also have a right to know how their data is being used.

- Students will receive guidance on appropriate AI use in each course and are encouraged to communicate proactively with their instructor(s) to ensure clarity and understanding.
- Students must properly disclose and cite AI assistance (when permitted) in coursework, in accordance with the course AI policy.
- Academic integrity policies apply to AI use, and undisclosed or unauthorized AI use constitutes academic dishonesty
- Students have the right to know that their degree and transcripts represent genuine academic achievement, and to learn in an environment that encourages active engagement, human collaboration, and critical thinking. All AI usage (and policies) should be aligned with these goals.
- Students have the right to know when AI tools are being used to grade or evaluate their work, and how their grades have been determined.
- Students have a responsibility to uphold the College's commitment to academic integrity and ethics.

Community Partners

- Community partners collaborating with Temple College (e.g., local businesses, nonprofits) may use AI to support joint projects, such as event planning or data analysis, provided they adhere to this AUP and sign a data-sharing agreement with the college.
- Partners must not use Temple College data in AI tools without prior written consent from the Chief Information Officer or designee. Any AI-generated outputs used in partnership activities must be disclosed as such.

- Partners are encouraged to align their AI use with Temple College's ethical standards and privacy policies to maintain trust and collaboration.

Vendors

- Vendors providing services to Temple College may use AI to enhance deliverables (e.g., software development, customer support) as long as their AI systems comply with college cybersecurity standards and vendor contracts.
- Vendors must disclose AI usage in their services and ensure compliance with Texas data protection laws and Temple College's IT security requirements (e.g., encryption, access controls).
- Vendors assume responsibility for any breaches or misuse resulting from their AI tools and must indemnify Temple College against legal or reputational harm.

Enforcement and Consequences

- Temple College reserves the right to monitor AI use on college-owned systems to ensure compliance with this policy.
- Violations may result in disciplinary action, including loss of AI tool access, academic penalties (for students), termination of contracts (for vendors/partners), or other measures as outlined in existing college policies.
- Suspected misuse should be reported to the Office of the Chief Information Security Officer at infosec@templecollege.edu.

Misuse or Abuse of AI Systems

It is the responsibility of every member of the Temple College community to use AI tools responsibly, appropriately, and transparently. Students using AI to commit academic integrity violations not only deprive themselves of developing the necessary skills needed in the workforce, but also deprive themselves, their peers, and faculty of an engaging experience in an in-person or virtual classroom.

Violations of this policy may result in disciplinary action according to established College procedures.

Environmental Impact & Algorithmic Bias

Temple College acknowledges the significant computational resources required by generative AI systems and their potential environmental impact. We commit to:

- Promoting responsible use of AI tools that balances educational benefits with environmental considerations
- Encouraging thoughtful and targeted AI usage rather than excessive or unnecessary implementation
- Being mindful of environmental impact considerations in our AI vendor selection and procurement processes

Subject: Generative Artificial Intelligence (AI) Administrative Regulation

Board Policy Reference: CS (LOCAL) Information Security

Temple College also recognizes inherent limitations and biases in generative AI systems. We commit to doing all that we can to mitigate these biases and limit the spread of false or harmful content. We assert that:

- All AI outputs should be critically evaluated for accuracy, bias, and fairness.
- Users must verify AI-generated information against reliable sources, particularly for sensitive topics or decisions affecting our communities.
- The College is committed to ongoing education about AI limitations, including potential for hallucinations (fabricated information), biased outputs that may perpetuate stereotypes or inequities, and ethical issues around intellectual property and consent surrounding the training of large language models.
- Faculty and staff are encouraged to develop and share best practices for mitigating bias when using AI tools in educational contexts.

Commitment to Continual Evaluation & Improvement

As AI technology continues to evolve, this policy will be reviewed annually to ensure it remains relevant, effective, and aligned with the mission of Temple College.

Board Approval Date:

Effective Date:

Policy Manual Review Committee Revision Date: November 20, 2025