



Guidance on Permissible Use of AI	Policy ID:	Page:
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## 1. Purpose

- 1.1. The purpose of this policy is to define the permissible use of artificial intelligence (AI) technologies within the Vermont State Colleges (VSC). This guidance is not an academic policy. The rules and guidelines defined within are in place to protect the confidentiality and privacy of protected data as well as to promote the goals and values of the VSC. This guidance recognizes the educational benefits of incorporating AI to educate and prepare the students we serve while establishing responsible practices that align with VSC policies, state and federal laws, and constitutional provisions. The VSC values freedom of expression, scholarly inquiry, academic freedom, and information sharing, provided they are consistent with VSC's responsible practices.

## 2. Scope

- 2.1. This guidance applies to all faculty, staff, temporary, and other workers at the Vermont State Colleges. This policy applies to the approval, use, and management of AI software, systems, or platforms for use by the VSC.
- 2.2. The VSC acknowledges the following concerns and challenges surrounding AI usage that impact how we adopt and evaluate tools:
- There are concerns about the use and reliability of AI to protect personal data.
  - There are concerns regarding the validity of algorithmic bias, which may provide data that has negative repercussions for groups and individuals. Users should be aware that generated results may not be free from bias, such as implicit, sampling, and temporal bias, which have serious consequences for the legal rights of protected groups.
  - There are concerns about copyright infringement, challenges to detect plagiarism, and ownership of materials produced by AI.
  - Regulatory standards and government advice regarding the use of AI are still evolving.
  - There are concerns about the generation of records, their accuracy, and a process for appropriate retention and retrieval because the VSC is subject to the Vermont Public Records Act.
  - There are many free AI resources open to any users that may not be appropriate for usage within the VSC.

- AI tools are increasingly being added to software platforms we routinely use in ways that may not be apparent to all users, leading to unintended transfer of information.
- 2.3. Usage of AI resources is allowable as long as users comply with the following principle and governance statements.

### 3. Principles

- 3.1. AI at the VSC may be used for administrative and operation functions, teaching and learning activities, and to improve user experiences as part of the delivery of the institution's objectives and functions.
- 3.2. AI usage will reflect responsible, ethical, reliable, transparent, and secure usage, complying with all applicable laws and regulations.
- 3.3. The usage of AI should support the best outcomes for VSC users and provide insight into decision-making.
- 3.4. Use of AI will include safeguards to manage data bias or data quality risks.
- 3.5. The usage of AI must include assurances that data is used safely and securely, aligning with privacy, data sharing, and information access requirements, including [VSCS Information Sensitivity Policy](#), and [VSCS Data Access Security Policy](#).
- 3.6. AI-based functions and systems should be subject to human review and intervention, allowing users to challenge and question AI outcomes.
- 3.7. The use of AI in any form of communication should be transparent.
- 3.8. Documents (email, documentation, instructional materials) that incorporate a substantive amount of AI work will include attribution.
- 3.9. AI Bots are not allowed in meetings where private, confidential, or business-related practices are discussed. Users wishing to use AI BOTS in a meeting must gain prior consent from all participants prior to the meeting.
- 3.10. No information should be entered into Generative AI systems that is not available to the public (such as confidential, personally identifiable, or proprietary business information).
- 3.11. AI systems must comply with VSC policies, including but not limited to [Policy 502 – Computing and Telecommunications Technology Conditions of Use](#); [Policy 429 – Contracting for Goods and Services](#); [Policy 312 – Compliance with FERPA](#); as well as numerous data security and operational policies. [Information Sensitivity Policy](#)
- 3.12. AI systems software, systems, or platforms procured, managed, or integrated with VSC systems must undergo a security review, as cited in the [Data Security Requirements for Parties Doing Business with the VSC](#).

### 4. Specific Uses

At the VSC, AI may be used to support teaching, learning, and operational functions that comply with the statements above in the following ways:

- 4.1. Provide AI Transcription support for individuals with documented accommodations
- 4.2. Provide learners with opportunities that prepare them to use AI effectively and ethically in professional settings to address specific needs and outcomes.
- 4.3. Support the teaching and learning environment with personalized and individualized learning opportunities to improve learning outcomes and provide additional support to faculty and students.
- 4.4. Improve speed and agility to identify issues, risks, and opportunities, to adapt quickly to changing conditions, for competitiveness purposes, or to improve controls.

- 4.5. Support and make standard operations more efficient.
- 4.6. Improve administrative, faculty, staff, and student experiences or capabilities.
- 4.7. Protect and optimally utilize VSC physical and digital resources.
- 4.8. Interaction with artificial intelligence, adaptive learning systems, or other forms of interactive computer-assisted instructional tools may be used to support ‘academic engagement,’ but are not a replacement for Federal Requirements requiring regular and substantive interaction between students and instructors.

AI may not be used at the VSC in the following ways:

- substituting for an instructor’s regular or substantive interactions with students, including regular attendance and/or participation in meetings or classes
- substituting for a faculty or staff member’s regular or substantive interactions with others, including regular attendance and/or participation in meetings or classes.

## 5. Non-Compliance

Non-compliance with these principles may result in disciplinary action, up to and including termination of employment or contract, and legal consequences if applicable laws are violated.

## 6. Guidance Review

The principles and governance will be reviewed periodically and updated as necessary to address emerging risks, technological advancements, and to ensure compliance with current and emerging regulatory standards and government advice.

## 7. Definitions

- **Algorithm:** A series of directions or instructions built into computer software systems to automate specific tasks or routines.
- **Algorithmic Bias:** Bias or prejudice resulting from algorithms that return unfair or erroneous results or returns results that favor one group of people over another.
- **Artificial Intelligence (AI):** “A machine-based system that can, for a given set of human-defined objectives, make predictions, recommendations, or decisions influencing real or virtual environments. AI systems are designed to operate with varying levels of autonomy” (OECD, 2019).

## 8. Revisions

Date	Revision	Approval	Signature