



ACCEPTABLE USE OF ARTIFICIAL INTELLIGENCE (AI)

Southeast Technical College Policy STC 535

1. Purpose

This policy establishes standards for the ethical, secure, and compliant use of Artificial Intelligence (AI) technologies when handling student and employee information at Southeast Technical College (STC). It ensures alignment with institutional values, academic integrity, and legal obligations such as the Family Education Rights and Privacy Act (FERPA).

2. General Statement of Policy

Applies to:

- All faculty, staff, contractors, and third-party vendors using AI tools in academic or administrative contexts.
- All AI systems that process, analyze, or generate outputs based on student data or employee data.

Core Principles

- **Compliance with FERPA and Privacy Laws**

- Microsoft Copilot is the sole Generative AI solution authorized by STC for handling student and employee information. Users are required to log in to Copilot using their STC account to ensure that all data is maintained within STC's secure environment.
- Microsoft Copilot is FERPA compliant when the user is logged in with an STC account.
- Do not input into any AI tool Sensitive Personally Identifiable Information (Sensitive PII).
- Do not input any health information covered under the Health Insurance Portability and Accountability Act (HIPAA).
- Ensure third-party AI vendors comply with FERPA and institutional data governance agreements.

- **Data Minimization**

- Use only the minimum necessary data for the intended educational or operational purpose.
- Avoid uploading entire student or employee records or sensitive documents into any AI platform.

- **Security and Risk Management**

- Use institution-approved AI tools vetted for security and compliance.
- IT will ensure encryption, access controls, and audit trails for AI systems handling student data or employee data.

- **Ethical Use**

- Avoid bias and discrimination in AI-driven decisions.
- Regularly audit AI outputs for fairness and accuracy.
- The individual is personally responsible for any content created.

Prohibited Practices

- Uploading FERPA-protected or any other student or employee data into non-approved AI tools (e.g., ChatGPT, Gemini, Claude);
- Using AI-generated outputs without verification for official student or employee records or decisions; and
- Allowing vendors to train AI models on student or employee data without explicit institutional approval.

3. Definitions

- **AI Tools:** Machine-based systems that make predictions, recommendations, or decisions using human-defined objectives.
- **Student and Employee Information:** Includes PII, education records, and Human Resource data.
- **Generative AI:** AI systems that create new content (text, images, code) based on prompts.
- **STC Approved AI platform:** Copilot is the only STC approved AI platform and must be accessed via an STC account.
- **STC Non-approved AI Platform:** Any AI product not listed as approved by STC. Using non-approved platforms is acceptable when not including student or employee data, but it is not preferred.
- **Sensitive PII:** A subset of personally identifiable information that, if disclosed, could cause significant harm to an individual, including identity theft, financial loss, legal consequences, or violations of privacy laws.

4. Reporting Procedures

Enforcement of this policy is the shared responsibility of everyone at STC. All employees are authorized and encouraged to communicate this policy with courtesy, respect, and diplomacy. Employees should report a violation of the policy to their supervisor or the President's Office. Students should report to their instructor or program advisor.

Violations may result in disciplinary action under employee conduct policies.

5. Related Policies

None

6. Dissemination of Policy and Training

The policy is located on STC's website under Consumer Information – Southeast Tech Policies.

Legal References:

Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. §1232g

Family Educational Rights and Privacy Act (FERPA) 34 CFR Part 99

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Board Approved:

Policy	Date	Board Action
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