

# Generative AI Usage Policy

Last Updated: 6/2025

## Vision/Philosophy Statement

Indian Hills Community College (IHCC) recognizes the transformative potential of generative artificial intelligence (AI) in education, workforce development, and institutional operations. IHCC supports the responsible and ethical use of AI to enhance learning, improve efficiency, and drive regional economic growth, while remaining mindful of its challenges, including issues of bias, misinformation, confidentiality, and academic integrity. As AI evolves, IHCC remains committed to its thoughtful integration, ensuring alignment with its mission and values while equipping students and the community for an AI-driven future.

## Considerations

The following considerations outline essential principles and precautions to guide the responsible, ethical, and equitable use of generative AI within the IHCC community.

- **Data Privacy:** AI tools must not compromise the confidentiality or privacy rights of student, faculty, or institutional data.
- **Confidentiality:** Sensitive or personally identifiable information (PII) should not be entered into open generative AI systems to prevent unauthorized exposure without proper consent. An open generative AI system is one that uses knowledge that it collects from users to enhance its knowledge base and generate content.
- **Accuracy:** AI-generated content should be fact-checked and verified, as these tools may produce incorrect or misleading information.
- **Bias:** AI systems can reflect and perpetuate biases, requiring users to critically evaluate outputs for fairness and objectivity.
- **Academic Integrity:** AI should be used as a learning aid, not as a means of academic dishonesty or unauthorized assistance.
- **Ethical Use and Transparency:** Users must disclose when AI has been used in academic or professional work to maintain honesty and accountability.
- **Accessibility and Equity:** AI adoption should be inclusive, ensuring that students and faculty have equal access to resources and do not face technological disadvantages. When needed, alternative assignments that do not incorporate use of AI may be offered to ensure equal opportunities for students.
- **Human Oversight:** AI should support, not replace, human decision-making in education, assessments, and administrative processes.
- **Legal Compliance and Copyright:** AI usage must align with copyright laws, intellectual property rights, and institutional policies to prevent plagiarism and misuse.

## Expectations for Use

- **Guidelines for Students:** The use of generative AI by IHCC students is governed by the academic guidelines established for each course. Because expectations for AI integration vary by discipline and instructor, students are required to follow the specific AI usage policy provided in the syllabus for each course. Students are responsible for understanding and adhering to these expectations. If students are unsure whether AI use is allowed in an assignment or activity, they are expected to consult with their instructor prior to using any AI tools. Students must also remain aware that expectations may vary across courses and instructors and must comply accordingly. Violations of AI usage guidelines will be subject to disciplinary action as outlined in the Student Code of Conduct and Academic Misconduct policies.
- **Guidelines for Faculty and Staff:** IHCC faculty and staff are responsible for modeling and promoting the ethical, responsible, and effective use of generative AI. Faculty are encouraged to integrate AI tools into instructional practices where appropriate, considering student learning outcomes, academic integrity, and equity of access. Each instructor must clearly communicate their course-specific AI usage expectations to students through a syllabus statement, selecting from three institutionally approved options. Faculty and staff must avoid inputting confidential or personally identifiable information into AI tools without proper consent and must comply with all student privacy, copyright, and intellectual property laws. They must also ensure that AI-generated outputs are verified and do not replace required human oversight or decision-making. Employees found to have violated this policy may be subject to corrective action in accordance with the Workplace Standards of Conduct section of the Employee Handbook. Concurrently enrolled students may be subject to additional restrictions and might require parental consent before using an open generative AI system or before having their information shared with an open generative AI system. Before implementing open generative AI in the classroom for concurrently enrolled students, faculty and staff shall consult with the College's Teaching & Learning department or Information Technology department.

## Professional Development/Continuous Learning

IHCC recognizes the rapidly evolving nature of generative AI and encourages faculty and staff to engage in ongoing learning to develop their understanding and responsible use of AI. The IHCC Teaching & Learning Center will serve as the primary hub for faculty and staff professional development, offering workshops and curated resources focused on best practices for AI integration. IHCC will also regularly share AI updates, practical tips, and emerging tools on the Warrior Information Network (WIN). Faculty and staff are expected to remain informed about institutional guidelines, ethical considerations, and evolving AI tools.

## Feedback and Continuous Improvement

IHCC acknowledges that generative AI technologies and related policies will continue to evolve. IHCC is committed to ongoing evaluation and refinement of this policy to reflect emerging technologies, legal developments, and educational best practices. The IHCC AI Taskforce, which leads institutional efforts on AI implementation and policy development, will review this policy periodically to ensure it remains relevant and aligned with IHCC's mission and values. Feedback from students, faculty, and staff is encouraged and will be considered by the Taskforce during policy reviews. Changes or updates to this policy will be communicated through established institutional channels, including WIN.

## Related Institutional Policies

The following institutional policies and handbooks provide additional guidance related to academic integrity, conduct, data privacy, and ethical use of technology:

- **Student Policies:** College Catalog & Student Handbook (Academic Misconduct), [Student Code of Conduct](#), [Sexual & Gender-Based Misconduct Policy](#), Academic Program Manuals, High School Programs Student Handbook, Disability Services Handbook
- **Faculty/Staff Policies:** Employee Handbook (FERPA Compliance, IHCC Employee Acceptable Use Policy, Workplace Standards of Conduct), PII Protection Policy, Procurement & Purchasing Procedure

## Point of Contact

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Indian Hills Community College



It is the policy of Indian Hills Community College not to discriminate in its programs, activities, or employment on the basis of race, color, national origin, sex, disability, age, sexual orientation, creed, religion, and actual or potential family, parental or marital status.

If you have questions or complaints related to compliance with this policy, please contact Associate Dean, Student Development, 525 Grandview Ave, Ottumwa, IA 52501, (641) 683-5155, [equity@indianhills.edu](mailto:equity@indianhills.edu) (students, faculty and staff); Executive Dean, Centerville Campus and Academic Services, (641) 683-5181, [disabilityservices@indianhills.edu](mailto:disabilityservices@indianhills.edu) (students with disabilities); or the Director of the Office for Civil Rights U.S. Department of Education, Cesar E. Chavez Memorial Building, 1244 Speer Boulevard, Suite 310, Denver, CO 80204-35821, Telephone: (303) 844-5695, FAX: (303) 844-4303, TDD: 800-877-8339, Email: [ocr.denver@ed.gov](mailto:ocr.denver@ed.gov).