<u>POLICY</u>

Ocean County College's systems and personnel process (receive, store, process, transmit, and alter) a variety of sensitive and non-sensitive (public) information that must be handled in accordance with applicable laws, regulations, and best security practices. This information must be protected from unauthorized access, modification, and destruction and backed up or archived as appropriate for the level of sensitivity and criticality of the information.

"Generative AI refers to deep-learning models that can generate high-quality text, images, and other content based on the data they were trained on" (Martineau, 2023).

Publicly available applications driven by generative artificial intelligence (GenAI), such as chatbots or image generators, are impressive and widely popular. Examples of Generative AI (GenAI) include text-based and image-based tools. While these content-generating tools may offer attractive opportunities to streamline work functions and increase efficiency, they come with serious security, accuracy, and intellectual property risks.

This policy highlights the unique issues raised by GenAI, helps employees understand the guidelines for its acceptable use, and protects the College's confidential or sensitive information, trade secrets, intellectual property, workplace culture, commitment to diversity, and reputation.

Purpose: The purpose of this policy is to establish standards for the use of artificial intelligence (AI) tools, software, and systems on the College's infrastructure. Students and faculty looking for guidance on AI in the classroom should refer to Policy #5180, Classes and Instruction, Academic Integrity.

Scope: This policy applies to all systems and information owned, managed, or processed by Ocean County College and its authorized personnel. This policy also applies to any external or non-Ocean County College system that interconnects with or exchanges data with Ocean County College-owned or managed systems.

Policy: This policy addresses the use of any third-party or publicly available GenAI tools, including text-based and image-based applications that mimic human intelligence to generate answers, work products, or perform certain tasks. Note that this policy may not address other GenAI or AI tools formally approved or installed for your use by the College.

Do not upload or input any confidential, proprietary, or sensitive College information into any GenAI tool. Examples include passwords and other credentials, FERPA-protected information, Protected Health Information (PHI), personnel material, information from documents marked Confidential, Sensitive, or Proprietary, or any other nonpublic College information that might be of use to malicious entities or harmful to the College if disclosed. Failure to follow this policy may breach your or the College's obligations to keep certain information confidential and secure, risks widespread disclosure, and may cause the College's rights to that information to be challenged.

Adopted: April 24, 2025

<u>PROCEDURE</u>

GenAI tools can be useful but are not a substitute for human judgment and creativity. However, GenAI tools may provide false answers or information, biases, or information that is outdated; therefore, responses must always be carefully verified by a human. Any information provided to a GenAI tool should be treated as if it will go viral on the Internet, which may result in a data breach that could be attributed to you and/or the College.

The following requirements must be followed when using AI on College systems or networks:

1. Do not upload or input any personally identifiable information (PII), confidential, proprietary, or sensitive college information into any GenAI tool. Examples include passwords and other credentials, Protected Health Information (PHI), personnel material, information from documents marked Confidential, Sensitive, or Proprietary, or any other nonpublic College information that might be of use to malicious entities or harmful to the College if disclosed. Refer to Policy #2220, Administrative Operations, Data Classification.

2. Verify that any response from a GenAI tool that you intend to use is accurate, appropriate, not biased, not a violation of any other individual or entity's intellectual property or privacy, and consistent with Ocean County College policies and applicable laws.

3. The use of GenAI tools is prohibited to take employment actions.

4. It is important to review and edit the output yourself to ensure accuracy and originality. Avoid presenting work generated solely by AI as your own original work to prevent plagiarism.

5. GenAI tools should not be integrated with internal College software without first receiving specific written permission from your supervisor and the IT Department.

The responsibility for implementing and maintaining this procedure falls under the Ocean County College Information Technology Governance Council.

Any exceptions to this policy must be documented by Ocean County College IT with the reason for exception and mitigations to reduce risk associated with not fully implementing this policy on excepted systems. Exceptions may include, but are not limited to, legacy systems or applications that do not permit configuration to the extent required by this policy and systems that are not under the direct control of Ocean County College.

Any data that is breached due to improper use of GenAI tools may result in disciplinary action.

Adopted: April 24, 2025