

ARTIFICIAL INTELLIGENCE POLICY (AI)

Purpose

This policy establishes requirements for the use of artificial intelligence (AI) tools and technologies by faculty, staff, and students of the Institution to ensure ethical, legal, and transparency in academic context. It applies to all faculty, staff, and students at Ohio Business College who use AI tools or technologies in teaching, learning, research, and communication. Because Artificial Intelligence is a relative new technology, OBC will continually review and update this policy, as needed.

Definitions

AI – Artificial intelligence refers to systems that can perform tasks that typically require human intelligence, such as learning, reasoning, problem-solving, perception and language understanding. Given a specific set of objectives, AI produces recommendations.

AI Tools – These include software applications, platforms, and services that leverage AI technologies, including, but not limited to, Smart glasses, AI glasses, or any other AI technology.

Policy

1. Permissible Use of AI for Personal Learning:
 - Students are allowed to use AI tools for personal learning purposes only. This includes using AI for:
 - i. Exploring concepts and topics related to course material.
 - ii. Practicing skills and knowledge outside of required coursework.
 - iii. Enhancing understanding through interactive learning experiences.
 - Students are allowed to use AI tools to achieve a specific learning objective if the instructor expressly approves its use.
 - Staff use of AI in any capacity will be held accountable when using AI tools of any kind. They must use AI tools responsibly and ethically. Staff must make sure that they are transparent in the use of AI tools and document and communicate to users.
2. Prohibition on AI-Generated Content:
 - Students are not permitted to use AI tools to create, generate, or produce any content submitted as classwork, assignments, projects, or assessments. This includes, but is not limited to, essays, reports, presentations, and other forms of academic required in lecture, labs, or clinical settings.

- Any submission that includes AI-generated content that was not previously approved by the instructor will be considered a violation of academic integrity and will be subject to disciplinary action as outlined in the institution's academic dishonesty policy.
 - Students shall not use AI to replace original thought or critical engagement with the material being studied.
 - Students are expressly prohibited from using AI to attend and/or transcribe or record any meeting, lecture, or any other form of communication, in either audio or written format.
 - Students are strictly prohibited from using AI tools to assist with any multiple-choice exams, quizzes, assessments, labs, or clinical settings. This includes using AI to select or verify answers for multiple-choice questions.
3. AI must be used ethically and in accordance with applicable laws, rules, and regulations, including data privacy laws, intellectual property/copyright laws, and anti-discrimination laws.
 4. AI may NOT be used with any Personally Identifiable Information (PII). This includes student information, staff/faculty information, or Institutional data, unless specifically approved by the Campus Director or Corporate Office.
 5. Students shall not use AI as its sole source of information or understanding.
 6. AI shall not be used to generate outputs that copy existing copyrighted material.
 7. Maintain confidentiality of all data and information processed while using AI.
 8. Ensure the output from AI is accurate and reliable.
 9. Be aware of the potential for bias in AI algorithms and take steps to mitigate it.
 10. Whenever using AI in producing work product, it must be properly cited.

Enforcement

1. Faculty must discuss the appropriate use of AI in each of their courses. If in doubt, discuss this issue prior to utilization.
2. The Campus Director, Department Heads, and Faculty reserves the right to monitor the use of AI and to ensure compliance with this policy and applicable laws.
3. Failure to comply with this policy will be subject to disciplinary action as outlined in the Institution's academic dishonesty policy which may result in disciplinary action, up to and including termination from the Institution.