

Rock Valley College

Generative Artificial Intelligence Acceptable Use

RVC Administrative Procedure (2:30.020)

Overview

The intent of publishing a Generative Artificial Intelligence Acceptable Use Administrative Procedure is to protect Rock Valley College's (hereinafter referred to as "Rock Valley College" or the "College") established culture of learning, integrity, excellence, fairness, caring, freedom of inquiry, and accountability within its technological environment. To uphold these values, we are committed to protecting our employees and students from illegal and damaging actions. Rock Valley College's technological environment and intellectual property is the property of the College. Securing this technological environment is a team effort involving the participation and support of every Client who accesses the College's technological environment. It is the responsibility of every user who engages with Artificial Intelligence to know these guidelines and to conduct their activities accordingly.

Purpose

The purpose of this administrative procedure is to outline the acceptable use of Generative Artificial Intelligence technology at the College in order to protect its employees, its students, and its data. It is our intent to gain maximum benefit from our technological environments within the framework of the College's mission, goals, and values. Inappropriate use exposes the College, its employees, its students and its data to malicious acts including but not limited to viruses, malware, compromised data and systems, and legal issues.

Scope

This administrative procedure applies to the College employees, student workers, and any contractors, vendors, freelancers, or other agents who utilize the College's or personally owned computers to access the College's technological environment. This administrative procedure covers all "Generative AI" which refers to a category of technologies that are trained on data sets and can generate items such as, but not limited to, text, images, video, sound or other work product (output) in response to prompts (input).

Definitions of Terms Referenced

1. Generative Artificial Intelligence (AI): "Generative AI" refers to a category of technologies that are trained on data sets and can generate items such as, but not limited to: text, images, video, sound or other work product (output) in response to prompts. Examples include ChatGPT/Gemini (text-to-text/image), GitHub CoPilot (text-to-code), Midjourney/Stability AI (text-

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- to-image), ModelScope (text-to-video), programming language code, etc. Generative AI can also appear as a feature in another application.
2. Clients: any Rock Valley College employee, student worker, contractor, vendor, freelancer, or other agent who utilizes the College's or personally owned device to access the College's technological environment
 3. Technological environment: all computer hardware (cables, computers, servers, storage media, printers, wireless access points, etc.), software, resources within the College's internal network, demilitarized zone (DMZ) and public network (Internet access, network accounts, e-mail addresses) and all data transferred within these interconnected devices within College facilities for the purpose of storage, retrieval and sharing of electronic information.
 4. Demilitarized zone (DMZ): an area of an organization's network, with limited access to the internal network, which contains resources accessible to the public (i.e., an organization's web server, a web mail server)
 5. Internet: the worldwide computer network available through any Internet Service Provider (ISP) through which one can search for information, send electronic mail (e-mail), etc.
 6. PII: Personally Identifiable Information
 - i. Full legal name
 - ii. Social Security Number (SSN)
 - iii. Driver's license or state ID numbers
 - iv. Passport numbers
 - v. Student ID numbers
 - vi. Employee ID numbers
 - vii. Taxpayer Identification Numbers (TIN)
 - viii. Personal email addresses
 - ix. Personal phone numbers
 - x. Home addresses (street, city, ZIP)
 - xi. Emergency contact information
 - xii. Personal social media handles
 7. Restricted Student Data (FERPA-Protected Data): Restricted Student Data includes education records protected under the Family Educational Rights and Privacy Act (FERPA). These data elements may not directly identify an individual on their own but are sensitive in nature and may become identifiable when combined with other information.
 - i. Grades, GPA, transcripts
 - ii. Enrollment status
 - iii. Academic standing
 - iv. Advising notes
 - v. Disciplinary or conduct records
 - vi. Accommodation information

Use of restricted Student Data in generative AI tools is subject to the conditions outlined in Section E.

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Identifiable data includes any combination of data elements that, when used together, could be used to identify an individual, even when each element itself is not individually identifying.

8. Approved AI Tools: Generative AI tools that have been reviewed and authorized by the College's Information Technology department through the vendor risk assessment process, including execution of a FERPA/SOPPA-compliant data processing agreement where applicable. A current list of Approved AI Tools is maintained by IT.

Essential Conditions for Using Generative AI at Rock Valley College.

Use of Generative AI is allowed so long as the following conditions are met:

1. No confidential, sensitive, or personally identifiable information (PII), or restricted student data (FERPA-Protected Data), including information relating to students, employees, affiliates, partners, or institutional operations, may not be entered into generative AI tools, except when using institutionally approved AI tools that have been authorized through the College's vendor risk assessment and data governance processes.
2. No College intellectual property may be submitted to, generated by, or incorporated into Generative AI tools, including use within backend systems, production environments, or other institutional technologies, except when using institutionally approved AI tools that have been authorized through the College's vendor risk assessment and data governance processes.
3. No proprietary or non-public source code may be submitted to AI tools. All AI-generated codes must be reviewed prior to use.
4. No system access credentials (for the organization's systems or those of any third party).
5. No usage where the AI output affects the rights or obligations, and/or creates a bias for any person and or defined social group of shared identity/characteristics.
6. No use that violates the College's policies, contractual obligations, or the technology terms and conditions for use.
7. No usage that violates state and federal law, including, but not limited to, the Illinois School Student Records Act ("ISSRA") (105 ILCS 10/et seq.), Family Educational Rights and Privacy Act ("FERPA") (20 U.S.C. § 1232g; 34 CFR Part 99), and the Student Online Personal Protection Act ("SOPPA") (105 ILCS 85/et seq.).
8. No usage that demonstrates unethical intent. (i.e., disinformation, manipulation, discrimination, defamation, invasion of privacy, etc.)

Requesting the purchase or use of Generative Artificial Intelligence technology at RVC

Please refer to the IT hardware, software, and services purchasing administrative procedure. (2:30.060)

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Approved AI Tools and Vendor Risk Management

To reduce data privacy and security risks, users should prioritize institutionally approved AI Tools. Use of consumer-grade or non-approved AI tools is subject to the restrictions in Section E. The following requirements apply to AI tool procurement and use:

1. All AI tools intended for use with College data, systems, or student information must undergo an IT vendor risk assessment prior to procurement or deployment, including review of the vendor's data processing practices and execution of a data processing agreement addressing FERPA and SOPPA requirements.
2. Consumer-grade, free, or personally provisioned AI tools (including publicly accessible AI services accessed via personal or non-institutional accounts) are strictly prohibited for any business, academic, or operational use on behalf of the College. Such tools must not be used to process, transmit, store, or generate institutional data of any kind, including but not limited to data classified as Confidential or Restricted under the College's data classification framework, or student educational records.

Administrative Procedure Violations and Consequences

Violations of this administrative procedure may result in disciplinary action. The College reserves the right to take appropriate action based on the nature and severity of the violation, including but not limited to:

1. For employees: corrective action up to and including termination, in accordance with the Employee Handbook and applicable Human Resources policies.
2. For contractors and vendors: contract termination and removal of system access.
3. Violations involving protected student data or FERPA/SOPPA breaches may also result in referrals to appropriate regulatory authorities.

Administrative Procedure Review

This administrative procedure is owned by the Executive Director of Information Technology or designee. Given the rapid evolution of Generative AI technology, this administrative procedure shall be reviewed at a minimum annually and updated as necessary to reflect changes in technology, law, and institutional practice. The effective date and version number shall be noted on the cover or header of this document. Significant administrative procedure changes shall be communicated to all employees prior to taking effect.

Reference: Board Report 6612

Implemented: June 2026

Reviewed: