



## Artificial Intelligence Guidelines – January 2026

These guidelines are intended to provide direction for students, faculty, and staff at Keystone College to use Artificial Intelligence (AI) tools responsibly, effectively, and in alignment with the College's values and legal obligations. These guidelines apply whether AI tools are institutionally licensed or personally accessed for Keystone College-related work.

### STUDENT GUIDELINES

The College is committed to preparing students for an AI-infused world; AI tools can be valuable when used responsibly and transparently.

- Students may not use AI to gain an unfair advantage. Unauthorized use of AI is considered cheating and is subject to the same rules and consequences as Plagiarism and other Academic Misconduct as outlined in the Catalog.
- AI use is at the discretion of the instructor. Consult the syllabus for what is and is not acceptable and ask for clarification when you are not sure.
- Students must disclose and properly cite the use of generative AI content to avoid plagiarism and academic misconduct. The use of AI as a reference tool, for ideation, research assistance, translation and tutoring may be permitted, at faculty discretion, provided it is clearly acknowledged.
- Students conducting research utilizing AI in any way must collaborate with their faculty advisor or relevant supervisor to ensure that best practices in the field are followed as are all IRB procedures.

### FACULTY GUIDELINES

- Clearly outline expectations and boundaries of AI use for students. All syllabi should include a Generative AI statement that clearly explains Cited Use, Guided Use and Unauthorized Use of AI technologies.
  - **Cited Use:** Students may use generative AI technologies provided that you attribute the work to the appropriate tool. The attribution should be used for both in-text citations and reference list.
  - **Guided Use:** Students may only use generative AI as directed by the instructor.
  - **Unauthorized Use:** Students may not use generative AI technologies. Use of these tools is considered a violation of the Academic Honesty policy and may result in failure of an assignment and/or the course.
- Facilitate students' understanding of AI tools to avoid Academic dishonesty, unauthorized collaboration, and gaining an unfair advantage in assessments.
- Verify and disclose all AI generated content.
  - If you use a complete sentence or more verbatim from any AI-assisted technology, use this disclosure: ***Disclosure: This content includes editorial assistance from AI technology.***
  - If you create entirely or fundamentally alter existing images, audio, or video with AI technology, use this disclosure: ***Disclosure: A portion of this image/audio/video has been digitally enhanced or altered using AI technology to (describe alterations).***
- Ensure institutionally-approved AI tools are accessible to all students.
- Protect confidential data, as defined by all current institutional policies and trainings e.g., FERPA, IRB, in all academic activities.
- Use AI detection tools as the beginning of a conversation and investigation, not the end decision-making tool. Data gathering could include: obvious mistakes in the written work, references that are made up or irrelevant,

writing that is not responsive to the prompt, writing that is not in keeping with the past writing of the student. If a student is found to have violated the course's AI policy, follow all procedures for Academic Misconduct.

- Participate in annual AI ethics training provided by the College (starting in Fall 2026)

## GUIDELINES for Administrative and Academic Departments

Use only College-approved AI tools for department work or obtain written approval from the Chief Technology Officer. A list of current College-approved tools can be obtained from the IT Help Desk.

- Protect sensitive data by not entering personally identifiable (PII) or confidential data into AI systems unless the tool is Keystone College-approved and compliant with data protection standards
- Maintain oversight of all AI-assisted communications, ensuring content accuracy, tone, and compliance with College standards.
- All AI-generated materials must be reviewed by the responsible department member prior to distribution or official use.

## GUIDELINES for Individuals

- Use AI responsibly and transparently, understanding its limitations and potential for inaccuracy or bias
- Verify and disclose all AI generated content – follow Faculty Guidelines above for appropriate citation
- Verify and fact-check all AI-generated outputs before distribution
- Avoid using AI to make autonomous decisions about individuals (e.g., admissions, hiring, evaluations) without human review
- Staff and faculty should participate in annual AI ethics training provided by the College (starting in Fall 2026)
- Report any data security incidents or unauthorized AI use to the [helpdesk@keystone.edu](mailto:helpdesk@keystone.edu)

## Definitions

- **Artificial Intelligence (AI):** Any system or tool that performs tasks requiring human-like cognitive functions such as learning, reasoning, problem-solving, or content generation.
- **Generative AI (GAI):** AI systems that create new content (text, images, audio, or code) based on prompts or existing data (e.g., ChatGPT, DALL-E, Copilot).
- All forms of AI technologies, including but not limited to:
  - **Generative AI** (e.g., ChatGPT, Copilot, Gemini, etc.)
  - **Social media management** AI used to schedule posts, analyze engagement, or generate captions or graphics.
  - **Customer Relationship Management (CRM)** AI tools that support student recruitment, communications, and data insights.
  - **Education Technology** AI tools that enhance student learning, advising, or accessibility.
  - **AI-driven productivity and meeting** tools used for tasks such as transcription, summarization, note-taking, or scheduling support.
  - **AI-driven services and automation** tools used for workflow optimization, data analysis, or scheduling.
  - **Research-related AI** tools that assist in data collection, literature analysis, or pattern recognition.

- **Machine Learning (ML):** A subset of Artificial Intelligence in which computer systems use data and algorithms to recognize patterns, make predictions, and improve performance over time without explicit programming. Within Keystone College's operations, machine learning may be embedded in tools such as social media management platforms, Customer Relationship Management systems, research tools and educational technology tools. Machine learning technologies support data-informed decision making but must be used responsibly and in accordance with Keystone College data governance, privacy, and ethical use standards.
- **AI-Assisted Output:** Any text, image, report, or communication partially or wholly generated by an AI tool.
- **Authorized AI Tool:** An AI application that has been approved for Keystone College use by the Chief Technology Officer.
- **Confidential Data:** sensitive data that should not be shared publicly, such as personal address or phone number, birthdate, student data protected by FERPA, and employment data.
- **Personally Identifiable Information (PII):** Any data that can identify an individual, including but not limited to names, social security number, government identification numbers, financial account numbers, health insurance information, or online account information (usernames, passwords).

## Approved AI Tools

Within the developing landscape of AI, new tools emerge and capabilities are added to existing applications frequently, the IT Help Desk will maintain the most up-to-date list of approved tools. Check with the IT Help Desk if there is a tool you want to use that is not included below.

<ul style="list-style-type: none"> <li>● Microsoft Copilot</li> <li>● Microsoft 365 Copilot</li> <li>● Replit</li> <li>● BoardEffect AI Tool</li> <li>● HootSuite AI Tool</li> </ul>	<ul style="list-style-type: none"> <li>● Grammarly</li> <li>● Claude</li> <li>● Claude Code</li> <li>● ChatGPT</li> <li>● Turn-It-In</li> </ul>
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## Contacts & Support

**Contacts:** Dale Jordan, Chief Technology Officer, [dale.jordan@keystone.edu](mailto:dale.jordan@keystone.edu)

Vicki Stanavitch, Provost and Vice President for Academic & Student Affairs, [vicki.stanavitch@keystone.edu](mailto:vicki.stanavitch@keystone.edu)  
IT Help Desk, [helpdesk@keystone.edu](mailto:helpdesk@keystone.edu)

Non-compliance with these guidelines may result in disciplinary action, included loss of access to AI tools.

The College recognizes that AI technologies evolve rapidly. These guidelines will be reviewed annually and updated as necessary to reflect new developments, regulations, and institutional needs.

**Effective Date:** Approved by President's Cabinet 01/13/2026

**Last Reviewed (date):** n/a