

Administrative Policy



<i>Item</i>	<i>Details</i>
Policy Title:	Artificial Intelligence Acceptable Use Policy
Policy Category:	Operational, Information Technology
Related Procedure(s)/ Guideline(s):	Artificial Intelligence Acceptable Use Guidelines Acceptable User of Information Technology Resources Policy Data Classification Policy Student Code of Conduct Employee Handbook AL Options for Course Syllabi
Policy Owner:	Executive Director of Information Technology Services
Date Approved:	6/3/26
Review Dates:	
Revision Dates:	
Policy Scope:	This policy applies to all employees, students, contractors, vendors, volunteers, and any other authorized users who access College technology or AI tools for College purposes. It covers college-owned systems and data owned, leased, or otherwise controlled by Southwest Tech, the Southwest Tech Foundation, and the Southwest Tech Real Estate Foundation, as well as third-party or publicly available AI tools (e.g., Microsoft Copilot, ChatGPT, Google Gemini, DALL-E, Midjourney, meeting recording/transcription bots) when used in connection with College activities.
Policy Statement:	Southwest Wisconsin Technical College (Southwest Tech) supports the responsible use of Artificial Intelligence (AI) to enhance instruction, learning, operations, and decision-making. This policy establishes standards to ensure AI use is ethical, secure, compliant with law, and aligned with College values.

Guiding Principles

AI use at Southwest Tech must:

- Comply with applicable laws and regulations, and College policies (e.g., FERPA, HIPAA, data privacy requirements), protect intellectual property, and follow equal opportunity principles.
- Augment—not replace—human judgment; significant decisions require human review.
- Be transparent where AI meaningfully influences teaching, evaluation, services, or decisions.
- Meet accessibility requirements (e.g., WCAG 2.1 AA) and support diverse learners and employees, including those with disabilities.
- Protect data privacy, security, accessibility, and intellectual property.
- Promote equity and actively mitigate bias, particularly in high-impact use cases.
- Respect academic freedom while maintaining accountability.

Governance and Approval

- AI tools, integrations, and uses involving College data must be reviewed and approved through the College's established AI governance process (AI Council) prior to use. An inventory of approved AI tools/versions will be maintained on the Charger Hub.
- Only approved AI tools may be used with College systems or data.
- AI tools proposed for academic use initially declined by the AI Council will receive a final review by the Academic Council.

Acceptable Use

Users may use AI tools for legitimate College purposes when they:

- Protect confidential and sensitive information in accordance with data classification standards.
- Follow required security, accessibility, and privacy safeguards.
- Complete required AI training and acknowledge user responsibilities before being granted access to College AI tools and integrations.

- Ensure AI-generated outputs used for official purposes are reviewed, appropriate, and accessible to users following WCAG 2.1 AA Standards.

Prohibited Use

Users may not:

- Use unapproved AI tools with College data or systems.
- Disclose confidential, sensitive, or regulated information to AI tools.
- Connect AI tools to production or development systems without authorization.
- Use AI to engage in illegal, unethical, discriminatory, or policy-violating activity.
- Use College data to train external AI models without explicit authorization

Academic and Research Use

- Faculty may determine appropriate AI use in their courses, consistent with this policy and academic guidance.
- Students must follow course-specific AI expectations and academic integrity standards.
- AI use in grading, evaluation, or research involving sensitive data or human subjects requires transparency, human oversight, and applicable approvals.

Vendor and Third-Party AI

Vendors providing AI services must meet College requirements for security, privacy, accessibility, and contractual protections related to AI use and data handling.

Monitoring and Enforcement

The College will monitor AI use as necessary to ensure security, compliance, and proper operation. Violations may result in removal of access, disciplinary action, or other remedies in accordance with College policies (Student Code of Conduct / Employee Handbook).

Enforcement and auditing will be monitored using various methods (see table below).

	Area	Responsible Role	Cadence	Method
	Acceptable Use	Executive Director ITS / AI Council	Annual + ongoing	AI tool approval, training, policy acknowledgment, monitoring
	Auditing	ITS Security / Internal Audit	Quarterly	Log reviews, audit reports
	Enforcement	HR + ITS Security	As needed (Single License Agreement defined)	Incident response workflow
	Risk Assessment	AI Council	Quarterly	Risk register, tool reviews
	Data Protection	Data Stewards + ITS Security	Continuous + annual review	DLP, access controls, audits
	<p>Review & Maintenance This policy will be reviewed at least annually and updated as needed to address evolving technologies, risks, and regulatory requirements.</p>			