NPRC-5035: Use of Artificial
Intelligence Tools by Employees
Origination: 01-24-2025
Effective: 04-11-2025
Reviewed: 03-11-2025
Last Updated: 03-11-2025

Use of Artificial Intelligence Tools by Employees

1. PURPOSE

This policy establishes the expectations for the ethical, responsible, and transparent use of Artificial Intelligence ("AI") tools by employees at Northern Pennsylvania Regional College ("NPRC" or the "College").

2. SCOPE AND APPLICABILITY

This policy applies to all College employees.

3. REFERENCES

3.1   INDX-1310-01: Master Policy Index

3.2   CLDR-1310: Policy Review Schedule

3.3   INDX-1310-02: Document Naming Key

3.4   FORM-5035-01: Artificial Intelligence Tool Request

3.5   FORM-5035-02: Acceptable AI Tools

3.6   NPRC-5010: Information Security

3.7   NPRC-2120: Corrective Action

3.8   NPRC-2110: Employee Code of Conduct

3.9   PROC-5010-01: Reporting a Security Incident

4. DEFINITIONS

4.1   An Employee shall mean any individual who serves the College in a full-time or part-time capacity as an administrator, staff, or faculty.

4.2   The term Artificial Intelligence ("AI") means a machine-based system that can, for a given set of human-defined objectives, make predictions, recommendations or decisions influencing real or virtual environments.

4.3   Confidential Information is information disclosed or known to an employee that is meant to be private or is considered Confidential Data.

4.4   Confidential Data is information that is legally protected (i.e., student records) or otherwise deemed by a qualified expert to be unsuitable for open access.

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4.5   AI Tool is any software application or platform that utilizes artificial intelligence (AI) technology to perform tasks, generate insights, or to assist with decisions.

4.6   Business Day is a day of normal College operation.

4.7   Personally Identifiable Information (PII) includes all protected and non-protected information that identifies or can be used to identify, locate, or contact an individual.

5. POLICY

5.1   Employees must only utilize AI tools that have been vetted by the Information Technology department for data security, privacy, and accuracy and approved by the AI Committee.

    5.1.1   Employees can request AI technology tools by completing FORM-5035-01: Artificial Intelligence Tool Request.

        5.1.1.1 All requests will be reviewed and decisioned within fifteen (15) business days.

5.2   AI tools should only be used for their intended purposes and within the scope of their design, not as a replacement for human creation and thought.

5.3   Employees must ensure that AI tools are used in a manner that respects user privacy and any local, state, or federal laws. Any data entered into and collected by an AI tool should be anonymized where possible and used only for the purposes intended.

    5.3.1   Employees must actively identify and mitigate any informational biases generated by the AI algorithms that could lead to unfair treatment of individuals.

5.4   Employees should disclose the use of AI to all stakeholders for any graphic media in the footer of the document or under the graphic by stating "Visual media was generated with the help of AI".

5.5   Employees are accountable for the outcomes produced by AI tools. This includes monitoring AI performance and ensuring that any negative impacts are addressed promptly.

5.6   All Confidential Information used by AI tools must be protected in accordance with NPRC-5010 Information Security.

    5.6.1   All information must be used in accordance with FORM-5035-02: Acceptable AI Tools and within the acceptable level of information.

5.7   Employees are encouraged to report any issues or concerns related to the use of AI tools using PROC-5010-01 Reporting a Security Incident.

5.8   Any misuse of AI tools that violates this policy will be addressed in accordance with NPRC-2110: Employee Code of Conduct and NPRC-2120: Corrective Action.

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6. RESPONSIBILITIES AND TIMELINES

6.1   All employees are responsible for adhering to this policy and notifying the Director of Information Technology, Safety, and Facilities via PROC-5010-01: Reporting a Security Incident of any actual or possible breach of data privacy and security related to the use of AI.

6.2   The Director of Information Technology, Safety, and Facilities is responsible for investigating possible breaches and notifying the Human Resources Department for employee breaches and the Registrar for student breaches.

6.3   The Information Technology, Safety, and Facilities Department is responsible for vetting AI tools, conducting periodic reviews of approved AI tools no less than semi-annually, and managing FORM-5035-02: Acceptable AI Tools.

6.3.1   AI Tools must be reviewed after any substantial change made to the Tool, including but not limited to its Privacy or Use Agreements, or its Ownership.

6.4   The Human Resources Department and Office of the Registrar are responsible for notifying the parties identified in the use of AI breach of their rights.

6.5   The Department of Information Technology, Safety, and Facilities is responsible for the administration of this policy.

6.6   The Vice President of Finance and Operations is responsible for the oversight of this policy.

7. REVIEW STATEMENT

Review of this policy will occur in alignment with CLDR-1310: Policy Review Schedule.

8. SIGNATURES

Signature on file   *4-11-2025*

_____   _____
Chairperson, Board of Trustees   Date
        Signature on file   *4-11-2025*

_____   _____
President   Date

Revision Notes: Policy in Origination