

Artificial Intelligence Use Procedure	Procedure Number	8.7P
	Effective Date	December 3, 2025

1.0 PURPOSE

In accordance with Artificial Intelligence Use Policy 8.7, the purpose of this procedure is to outline the general procedures for the use of artificial intelligence (AI) large language models also known as Generative AI (GenAI) and related resources to support Laramie County Community College’s (College) educational and service missions as well as the administration and operations of the College.

The College recognizes the opportunities and challenges presented by advancement in technology. The goal of this procedure is to strike a balance between academic integrity and innovation across campus with security and ethical considerations the use of AI raises. Instructors and departments retain the authority to set expectations for their courses or areas, consistent with college policies and procedures.

2.0 REVISION HISTORY

Adopted on: 12/3/25

3.0 PERSONS AFFECTED

This procedure applies to all persons including without limitation: The Board of Trustees, employees, students, contractors, campus guests, and all other individuals and entities affiliated with the College.

4.0 DEFINITIONS

- A. *AI-generated Content*: Content that is created using AI resources including but not limited to text, photos, videos, audio, code, and data.
- B. *AI Resources*: Generative Artificial Intelligence, also known as Generative AI, GenAI or AI, refers to a variety of large language models (LLMs) that may be accessed directly. AI resources may also be defined as the use of third-party applications with integrated GenAI features.
- C. *Directory Information*: As defined by the Family Educational Rights and Privacy Act (FERPA) is defined as Directory Information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Contact the Registrar’s office for college-specific directory allowances.
- D. *Employee Records*: Confidential employee records are documents and data that track an individual's relationship with the College, encompassing pay and tax records,

performance reviews, disciplinary actions, or health and benefit information. Contact HR for questions regarding the disclosure of employee records.

- E. *Personally Identifiable Information (PII) & Confidential Student Records*: As defined by FERPA is information that can be used to distinguish or trace a student's identity either directly or indirectly through linkages with other information. Directory information is excluded from PII. Contact the Registrar's office for questions regarding the disclosure of student PII.
- F. *Proprietary Information*: Valuable information, data, or discoveries developed on behalf of the College that has been deemed confidential in nature.
- G. *Users*: Refers to those defined under the "Persons Affected" section who are using AI resources for official College purposes or accessing AI resources on College equipment or software.
- H. *Validate*: Users who produce AI generated content must exercise due diligence in verifying that content presented on behalf of the College is accurate, credible, and appropriate for use within the relevant academic or industry standards of best practice.

5.0 PROCEDURES

A. Use of AI Resources

1. All users must use AI resources in a legal, ethical, and civil manner, adhering to all federal, state, and local laws.
2. AI resources are not to be used in ways that reinforce bias, discrimination, or unequal access to information.
3. All users of AI resources must comply with:
 - a. College Policies & Procedures
 - b. College acceptable use of information technology resources (8.3 & 8.3P).
 - c. The College's Student Code of Conduct & Student's Rights & Responsibilities (3.15 & 3.15P; 3.17 & 3.17P)
 - d. FERPA, HIPAA, and other privacy regulations
 - e. Intellectual property laws and licensing agreements
4. AI-generated content must comply with accessibility standards (e.g., ADA, Section 504 and 508 compliance).
5. Faculty are encouraged to use CET's resources and guidelines to provide clear communication to students regarding AI use.
6. AI resources may be used to enhance instructional materials, automate administrative tasks, or support student learning, provided transparency and fairness are maintained.

7. Faculty and staff using AI-generated content in course design, grading, or other work on behalf of the College must validate content before use.
8. Unauthorized uses may include, but are not limited to, distributing unvalidated academic content or impersonating others.

B. Data Privacy & Security

1. No personally identifiable information (PII), confidential employee or student records, or proprietary data may be entered into AI systems unless the system is College-approved (through the Information Technology & Data Council) and compliant with data protection laws and policies.
2. Use of AI resources may be monitored for compliance under the Acceptable Use Policy & Procedure (8.3 & 8.3P).
3. Violations of this procedure may result in disciplinary action according to college policies and procedures.
4. The College reserves the right to disable access to AI resources that are misused or pose a security risk.