

Board Policies

ADMINISTRATIVE AFFAIRS

167.00 Artificial Intelligence in the Workplace

This policy establishes guidelines for discerning the ethical and responsible use of Artificial Intelligence (AI) in the workplace. Artificial Intelligence is the ability of machines to perform tasks that typically require human intelligence. Cowley College is committed to the ethical use of AI in accordance with its professional conduct and non-discrimination policies, as aligned with the mission and related statements.

While the College embraces innovation and the use of such technology to enhance productivity, efficiency, and decision-making, it is necessary to comply with applicable laws and respect privacy, confidentiality, and data security.

Confidentiality, Data Privacy and Security

Employees should not input confidential information, sensitive data or trade secrets into AI platforms. This can lead to breaches of nondisclosure agreements, violations of data protection laws, and compromise of an organization's trade secret status.

Inappropriate Content

Employees should not input offensive, discriminatory, or inappropriate content into AI tools. They should also review the output for content that violates the employer's anti-harassment or EEO policies, copyright law, or discloses confidential information.

Intellectual Property

AI can raise issues related to intellectual property rights and potential infringement. To avoid liability, employees should review the terms and conditions of the AI platform before using it.

Illegal or Unethical Use

Employees should not use AI for illegal or unethical purposes, or to violate the privacy, data security, or intellectual property rights of others.

Decision Making

AI tools should not be used blindly for decision making or content creation, and should not be relied upon for important inquiries. Employees should recognize the limitations of the tools, avoid over-reliance, and carefully review output for errors.

This policy is subject to periodic review and revision to align with evolving ethical standards and technological advancements.