

# PROCEDURE

Number: 7.2.3.5  
Related Policy: 7.2.3  
Title: Acceptable Artificial Intelligence Usage Guidelines  
Responsibility: Associate Vice President of Information Technology

Original Approval Date: 09-17-2025

Last Cabinet Review: 09-17-2025

Last Revision:

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President

## I. Public Record

The intent of this procedure is to foster responsible innovation while safeguarding institutional data, ensuring compliance with regulations such as FERPA, and minimizing security risks associated with AI use.

## II. General Principles

1. The use of AI tools must comply with all existing College policies, including those governing acceptable use, data security, and student privacy.
2. College personnel are encouraged to explore AI technologies to enhance productivity, instruction, and operations, provided that such use does not compromise institutional data or compliance standards.
3. Technology Solutions reserves the right to monitor AI usage to ensure adherence to this procedure and broader policy requirements.

## III. Specific Provisions

Users shall:

1. Use AI platforms responsibly and ensure that no personally identifiable information (PII), protected student data, or confidential institutional records are entered into AI tools.
2. Seek approval from the Technology Solutions Department prior to:
  - a. Creating accounts for AI tools using an @hgtc.edu email address.
  - b. Purchasing AI-related services or subscriptions with College funds, including the College P-Card.

3. Remain aware of security risks such as data leakage, phishing, and malware from AI-generated content.
4. Use College-managed or approved devices and networks when interacting with AI tools to help protect against unauthorized access.

**Users Shall Not:**

1. Use AI tools to process or store any data that could be considered confidential, sensitive, or protected under FERPA or other regulations.
2. Use AI-generated content for official communications, decisions, or student records without human review and validation.
3. Engage in any activity that introduces risk to the College's IT environment, including uploading institutional data to unvetted third-party AI services.
4. Represent AI-generated content as official institutional output without proper attribution and oversight.
5. Use a personal user account to use AI tools for work related purposes.

**IV. Enforcement**

Failure to adhere to this procedure may result in loss of access to AI platforms, revocation of computing privileges, or disciplinary action in accordance with College policies.