
SUBJECT: Artificial Intelligence Guidelines for Staff and Faculty

Purpose

This document serves as Snow College’s primary reference for responsible Artificial Intelligence (AI) use and outlines the framework for distributing EDU AI licenses across campus. It is intended for all faculty and staff, and it forms part of the required training and acknowledgment process for receiving a Snow College AI license.

Snow College is expanding the availability of secure AI systems, including, but not limited to, ChatGPT EDU and Microsoft Copilot EDU. Due to this expansion, we need to use these technologies safely, responsibly, and in alignment with institutional goals.

Part 1: Artificial Intelligence Guidelines for Staff and Faculty**Purpose**

Snow College supports thoughtful innovation in teaching, learning, service, research, and operations. Artificial Intelligence tools offer opportunities to increase efficiency, creativity, and student engagement.

At the same time, misuse of AI tools can expose the institution to data breaches, inaccuracies, equity concerns, or policy violations. These guidelines establish key safeguards, standards, and expectations to enable faculty and staff to use AI confidently and responsibly in college-related work.

1. Use Approved and Secure AI Tools

Snow College authorizes the use of institutionally supported AI platforms that are configured to protect Snow College data.

- *Approved tools include ChatGPT EDU, Microsoft Copilot EDU, and any other licensed systems vetted by the Office of Information Technology (OIT). Approved tools are designed specifically to reduce data risk. Using unapproved systems for work purposes places institutional information at risk and is therefore prohibited.*
- *Ensure that free, personal, or public AI tools are not used for college business. These systems may store user data.*

2. Protect Restricted and Personal Data

Restricted, confidential, or personally identifiable information (PII) should not be entered into any AI system unless OIT has formally approved it for that purpose. Contact ai@snow.edu for clarification or approval requests.

Examples of restricted data include:

- *Student records protected under FERPA*
- *Employee information or donor data*

- *Disability, counseling, or health information (HIPAA)*
- *Payment or financial information*
- *Passwords or security credentials*
- *Proprietary research or export-controlled data (ITAR, CUI)*

3. Standards for Responsible AI Use.

AI should enhance your work, not replace professional judgment or integrity. Responsible AI use requires critical thinking and human oversight. Snow College community members should:

- **Be Transparent:** *Acknowledge when AI tools assist with writing, analysis, or communication, etc.*
- **Verify Outputs:** *AI can produce biased, inaccurate, or fabricated information. Continually review and verify AI-generated materials before sharing or publishing.*
- **Use Fairly:** *Monitor for bias or exclusion in AI-generated materials and ensure impartial outcomes.*
- **Stay Current:** *Snow College will provide updated guidance as tools, best practices, and policies change. Faculty and staff should report AI misuse to their supervisor. Reports involving illegal use, FERPA noncompliance, or cybersecurity should also be directed to the Office of the Utah Attorney General and Snow College's Information Security Officer.*

4. Understand and Respect Boundaries

These boundaries help ensure AI supports, rather than replaces, responsible academic and professional practice.

Appropriate uses include but are not limited to:

- *Drafting general content*
- *Summarizing public or de-identified information*
- *Brainstorming and outlining*
- *Automating simple, non-sensitive tasks*
- *Supporting instruction or research that does not involve restricted data.*

Ways AI tools must not be used include, but are not limited to:

- *Processing restricted data*
- *Producing false, harmful, or discriminatory content except under supervision*
- *Making decisions about individuals without human involvement*

- *Bypassing institutional policies or legal requirements*
- *Infringing on copyright or licensing restrictions*

5. Faculty and Instructional Guidance

Faculty should clearly define course-level expectations for AI use and communicate them clearly to students. Faculty are also encouraged to discuss responsible use, transparency, and any desired citation practices. For more details, see Snow’s AI in the Classroom Policy. Snow College recognizes three instructional categories:

- **Prohibited:** *No AI use allowed.*
- **Permitted (Limited):** *Limited AI use with guidelines.*
- **Required:** *AI must be used in the course.*

Final Guideline Note

These guidelines reflect Snow College’s commitment to safe, transparent, and mission-aligned innovation. Faculty and staff are encouraged to explore AI thoughtfully, maintain human oversight, and use institutionally supported tools that protect our students, employees, and mission. Employees with questions or concerns about AI use should contact their supervisor or corresponding vice president.

Part 2: Snow College EDU License Allocation Framework and Guidelines

Purpose

Snow College’s EDU AI licenses provide faculty and staff with secure, college-approved tools that protect data privacy and support innovation in teaching, learning, and operations. These guidelines ensure that access is distributed strategically to maximize institutional benefit while minimizing risk.

1. Guiding Principles

License distribution should reflect three core principles:

- **Mission Alignment:** *Priority is given to users whose work directly advances Snow’s mission in education, student success, and institutional effectiveness.*
- **Data Stewardship:** *Licensed access should reduce institutional risk by steering high-impact users away from unapproved or free AI systems.*
- **Access:** *Departments across campus should have representation and the opportunity to benefit from secure AI use.*

•

2. Eligibility Tiers

A tiered model provides objectivity and clarity for prioritization.

Tier	Eligible Users	Rationale
<i>Tier 1 – High Priority</i>	<i>Faculty integrating AI into instruction, research leads, curriculum developers, IT and cybersecurity staff, external communications staff, and data analysis roles.</i>	<i>Direct impact on teaching, research, or student learning; need for secure tools.</i>
<i>Tier 2 – Operational Support</i>	<i>All other faculty, staff with supervisor approval (e.g. library staff, administrative departments, etc.).</i>	<i>AI can streamline workflow but may involve restricted data; requires training first.</i>
<i>Tier 3 – Exploratory/Developmental</i>	<i>All other faculty and staff interested in experimenting with AI for professional growth or innovation.</i>	<i>Encourages awareness and experimentation with low data risk.</i>

3. Request and Approval Process

To request an EDU license, users should complete the Kualu form containing:

- Name, title, department, and supervisor approval
- Intended AI use and expected benefits
- Indication of whether work involves student or employee data

The AI Collegewide Integration Task Force reviews requests in consultation with the Office of Information Technology (OIT) and department leadership.

4. Required Training

All approved users must complete Snow’s Adaptive Security training before license activation. Training covers:

- Data privacy and security requirements
- Ethical and responsible AI use

- *Verification of AI inputs and outputs and disclosure expectations*

Completion of required trainings (at least annually) is required to maintain access.

5. Evaluation and Renewal

- *Licenses will be reviewed annually for renewal based on usage, impact, and departmental needs*
- *Underused licenses may be reallocated to other departments*
- *Feedback will be collected to inform future license expansion and training needs*

For questions or license requests, please contact:

ai@snow.edu

Office of Information Technology | Snow College AI Collegewide Integration Task Force