



## Ohio Administrative Code

### Rule 3357:15-16-16 Use of artificial intelligence (AI).

Effective: July 1, 2024

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This policy is intended to assist faculty, administration, staff, and students of Stark state college in understanding and complying with the acceptable use of artificial intelligence (AI) and generative AI. These guidelines and controls are to protect confidential and/or sensitive data and information by preventing its entry or transfer into cloud-based data processing and transformation software and services. Only such services directly controlled by the college, contracted services, or other authorized/approved services are permitted for use with confidential and/or sensitive data and information. These procedures aim to mitigate the risks associated with unauthorized access, data leakage, and potential compliance violations.

(A) Scope. These procedures apply to all employees, contractors, students, and other authorized users that handle college data, as well as any external vendors or service providers that have access to college systems and/or data.

(B) Definition of confidential and/or sensitive data and information (CSDI). Data and information that must be protected due to law, regulation, or other responsibility, in order to protect the college and/or parties to whom the information pertains. This includes, but is not limited to, confidential data, protected data and information, personally identifiable information (PII), credit card information, information protected by the Family Educational Rights and Privacy Act (FERPA) or Health Insurance Portability and Accountability Act (HIPPA), and copyrighted or trademark data. Also, for purposes of this policy, the name "Stark State College" or any variation, abbreviation, or likeness thereof falls under the definition of confidential and/or sensitive data and information (CSDI).

(C) Risks. While we remain committed to adopting new technologies to aid our mission when possible, we also understand there are risks. These risks include uncertainty about who owns the AI-created content as well as security/privacy concerns. Understand that in most cases, the data you share is not private and will be accessible by external parties hosting the GenAI-based tools.