St. Lawrence College

AC517: Artificial Intelligence (AI) in The Classroom

Policy Title:	Artificial Intelligence (AI) in The Classroom
Policy Number:	AC517
Owner:	Senior VP Academic
Approved by:	College Executive Team
Effective Date:	September 2024
Reference:	
Links to Other Policy:	AC406 Academic Integrity Policy

St. Lawrence College is committed to making our resources fully accessible to all persons. This document will be made available in alternative format upon request.

BACKGROUND

Definitions:

Artificial Intelligence (AI): A set of technologies and computational methods that enable machines to perform tasks that typically require human intelligence and input. These tasks include understanding natural language, recognizing patterns, solving problems, and adapting to new information. In an educational setting, AI tools can assist in personalized learning, automate administrative tasks, provide immediate feedback to students, and facilitate innovative teaching methodologies.

Artificial Intelligence Tools: AI tools are software and platforms that utilize AI technologies to perform tasks, analyze data, and provide insights or automation that mimic human intelligence. These also include Generative AI tools.

Generative AI Tools: Artificial Intelligence tools that can create new content, such as text, images, music, or videos, based on patterns they learn from existing data. For example, ChatGPT.

Academic Work: This relates to all work associated with an academic course and includes assignments, tests, labs, research, presentations, group work, reflections, discussion boards, and assessments.

Academic Integrity: The upholding of the fundamental values of honesty, trust, fairness, respect, and responsibility in the performance of all academic activities. Ethical conduct in teaching, learning and research according to the conventions of academic integrity builds credibility, trust, and respect for all students, staff and the college as a whole.

Academic Misconduct: Any action taken to obtain unfair academic advantage or credit for self or others. Please refer to the Academic Integrity Policy for a detailed definition.

Inappropriate use of AI in a course: The use of AI that violates this or the Academic Integrity policy.

Purpose:
The purpose of this policy is to:

1. Promote the use of AI tools in a manner that prioritizes and enhances student learning, success, and preparation for the professional world.
2. Encourage faculty and students to collaboratively discuss the appropriate use of AI, within their respective courses.
3. Ensure that AI is used as a resourceful and creative tool in education, adapting to the evolving needs of our communities and the educational landscape.
4. Promote the responsible and ethical use of AI, ensuring transparency, academic integrity, and trust in the academic process.
5. Ensure inclusivity and accessibility in the use of AI and create an environment where everyone feels supported and valued in their use of technology.
6. Identify academic misconduct involving AI tools in the classroom as a serious offence and clarify the disciplinary actions that will be taken in response.

Scope:
This policy applies to all members of the St. Lawrence College community including applicants, students and employees and includes all activities and interactions related to any academic environments including, but not limited to, classes, labs, online, library and test centers, placement/co-op/clinical work, computer programs and codes, research and learning management system. The policy also applies to all students of the Laurentian University programs offered at St. Lawrence College up to the point of suspension or expulsion, at which point the policies of Laurentian are followed.

POLICY STATEMENTS

1. The College encourages the responsible use of AI to support student learning.
2. Students and staff are to refrain from entering confidential or sensitive information into AI tools. Examples of sensitive information can be found in Appendix A.
3. The College will maintain the development of key fundamental knowledge in related disciplines as part of the learning process.
4. The use of AI tools like Otter.AI for recording curriculum delivery in a learning environment is prohibited.
5. Inappropriate use of AI in a course, or failure to acknowledge the use of AI in Academic Work will be deemed Academic Misconduct and handled in accordance with the College's Academic Integrity Policy.

Faculty Responsibilities

6. Faculty shall discuss the role of AI in their courses, emphasizing its supplemental nature and the irreplaceable value of domain knowledge for critical assessment and application of AI-generated information.
7. Faculty are to teach students how to properly cite and reference AI in their academic work. An example can be found in Appendix B.
8. Faculty are to confirm courses or course elements/assignments that teach fundamental domain knowledge for which AI applications may not be appropriate. Examples are a fundamental Math, Writing, or Programming course. The fundamental knowledge acquired will support the student's ability to critically assess the outputs from the AI applications as the student advances in their program of study.
9. Faculty will utilize the School of Contemporary Teaching & Learning to understand how AI is reshaping the landscape of teaching and learning. Faculty may choose to join a Community of Practice with peers to share teaching strategies, book a one-on-one consult to learn about generative AI tools or attend a virtual Learning Series.

Student Responsibilities

10. Students are responsible for applying critical thinking and evaluating AI outputs, ensuring they align with their field-specific knowledge and the context of their work.

11. Students must acknowledge AI assistance in their work, highlighting the use and their contribution to the work. This means that students must cite and acknowledge AI tools in their submissions, as per course-specific citation requirements.
12. It is the student's responsibility to clarify with the faculty if they are unsure when or how to use AI in their coursework.
13. Students on placement need to discuss the appropriate use of AI with their placement employers and supervisors prior to using AI during their placements.

MONITORING

Sr. Vice President Academic

NEXT POLICY REVISION DATE

September 2029

APPENDIX A

Knowing what constitutes sensitive information is crucial for minimizing risks associated with the use of AI tools, such as breach of confidentiality, proprietary SLC content, etc. Here are some examples of sensitive information that students and staff should refrain from entering into AI systems:

- **Personal Identifiable Information (PII**): This includes full names, addresses, phone numbers, social security numbers, personal email addresses, date of birth, and any other information that can be used to identify an individual.
- **Financial Information**: Details such as bank account numbers, credit/debit card numbers, income levels, and financial statements.
- **Personal Health Information (PHI)**: Medical records, health insurance details, information about physical or mental health conditions, prescriptions, and any other health-related information.
- **Educational Records**: Grades, transcripts, student identification numbers, disciplinary records, and other private educational details.
- **Employment Details**: Information about employment status, salary, workplace evaluations, and other related personal employment data.
- **Login Credentials**: Usernames, passwords, PINs, security questions and answers, and other authentication information.
- **Confidential Communications**: Private emails, messages, conversations, and documents intended for a limited audience and not for public disclosure.
- **Intellectual Property**: Unpublished research, proprietary information, trade secrets, and any creative work in development that is not yet public.

- **Legal Documents and Information**: Court records, legal advice, case discussions, and other sensitive legal information.
- **Sensitive Company Information**: Business strategies, confidential project details, internal communications, and other information sensitive to an organization's operations. This would include information garnered from a placement agency (unless authorized by the placement agency for use in engaging AI).
- **Research Data**: Research data collected may include confidential information about participants and research data results.

By understanding and avoiding the submission of such sensitive data into AI tools, students and staff can help maintain privacy and protect against potential data breaches or misuse of information.

APPENDIX B - - AI CITATION - EXAMPLE

OpenAI. (2023). *ChatGPT* (Mar 14 version) [Large language model].

https://chat.openai.com/chat

- *Parenthetical citation:* (OpenAI, 2023)

- *Narrative citation:* OpenAI (2023)

A detailed explanation of the aforementioned example can be found here .