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| <b>Responsible Use of Artificial Intelligence (AI)</b> | Procedure Number | 371            |
|  | Effective Date   | April 24, 2026 |

## 1. PURPOSE

UA-PTC recognizes the growing use and importance of Artificial Intelligence (AI) across higher education. Moreover, the College acknowledges its obligation stated in Arkansas legislative [Act 848 of 2025](#) to address the authorized use of AI and facilitate the training of the College students and employees in this area. In addition, the College adheres to the [University of Arkansas Systemwide Policy 285.2 on Artificial Intelligence - Responsible Use](#) and its framework for the responsible and effective use of AI by all employees, students, and affiliates. The College also acknowledges [UASP 285.3 Artificial Intelligence and Automated Decision Tool](#) in conjunction with UASP 285.2 as guidance for responsible use by employees.

The purpose of this policy is to promote the ethical, responsible, and transparent use of Artificial Intelligence, such as Generative Artificial Intelligence (GenAI) and Automated Decision Tools, by students, faculty, staff, and affiliates, such as contractors and guests.

This policy is designed to ensure academic integrity, protect intellectual property, and foster innovation in teaching, learning, research, and operations. The College affirms that accountability for all final decisions -- including their rationale and formulation -- resides with human employees, in compliance with Arkansas Act 848 of 2025, regardless of any AI recommendation.

## 2. REVISION HISTORY

Adopted on: April 24, 2026

Next Review/Revision:

## 3. PERSONS AFFECTED

This policy applies to all members of the UA-PTC community, including students, faculty, staff, contractors, and guests who use university systems or resources to access or deploy AI tools.

## 4. DEFINITIONS

**Artificial Intelligence:** A machine-based system that can, based on a given set of human-defined objectives, make predictions, recommendations, or decisions influencing a real or virtual environment.

**Generative Artificial Intelligence (GenAI):** AI technologies capable of creating or modifying text, images, audio, video, or other content based on user prompts.

**Automated Decision Tool:** A system or service that uses artificial intelligence and has been specifically developed and marketed, or specifically modified, to make or be a controlling factor in making consequential decisions.

**Academic Work:** All coursework, assignments, projects, assessments, research, and scholarly communications.

**Sensitive Data:** Information protected by law or policy, including student records (FERPA), medical information (HIPAA), and financial data.

## 5. GUIDING PRINCIPLES

A. Integrity and Transparency – AI should be used in a manner that upholds academic integrity, professional ethics, and transparency of purpose.

B. Human Oversight – AI should augment, not replace, human judgment and accountability.

C. Non-Discrimination – AI systems must be used in ways that promote fairness and prevent bias or discrimination.

D. Data Stewardship – Use of AI must protect privacy, confidentiality, and intellectual property.

E. Compliance and Accountability – All AI activities must comply with applicable laws, accreditation standards, institutional and Board of Trustees and UA System policies.

## 6. PROCEDURES

### A. Teaching and Learning

UA-PTC encourages the appropriate use of AI in all aspects of teaching and learning to prepare students for the modern workforce. Faculty members are best positioned to determine the appropriate use of AI and other tools in their classroom. **Use of AI tools and software is at the discretion of each faculty member.** Faculty may incorporate AI tools to enhance or support instruction, assessment, and student engagement where pedagogically appropriate.

Students may use AI tools only as permitted by course, program, or institutional policies. Faculty should clearly communicate expectations regarding AI use in coursework in their course syllabi.

The unauthorized use of AI by students to generate or assist in graded work, including the presentation of such generated work as one's original work without appropriate attribution constitutes a violation of academic dishonesty as outlined by the [UA-PTC Code of Student Conduct](#).

The following statement should be placed in course syllabus templates to provide general guidance to students on the expectations of AI use in the classroom:

### **UA-PTC Policy Statement**

UA-PTC acknowledges that proper workforce and academic preparation include integrating cutting-edge technologies, including AI and quantum computing, into our curriculum, classrooms, labs, and training facilities. Program faculty will establish and clearly communicate classroom policies regarding these technologies within this syllabus and other course materials as appropriate. It is each student's responsibility to assess the validity and applicability of any GenAI output that is submitted; the student bears the final responsibility.

#### **B. Administrative and Operational Use**

AI may be used to improve efficiency, decision-making, creativity, and service delivery in administrative functions, subject to approval by the appropriate supervisory authority.

Human review and validation must remain central to critical decisions affecting employment, student records, financial aid, or disciplinary matters.

AI and Automated decision tools may be used if consistent with all relevant policies and supervisor approval. If used in decision-making, an authorized human employee or designee must make all final decisions regardless of the recommendation of the AI or automated decision tool.

Use of such tools should be referenced where appropriate or required by the supervisor.

Tools may not be used to express a personal political opinion to an elected official unless the opinion is within the course and scope of the employee's regular job duties or requested by an elected official or public entity; engage in lobbying an elected official on a personal opinion if the employee is not a registered lobbyist for the campus or unit; engage in illegal activities or activities otherwise prohibited by federal or state law; intentionally override or avoid the security and system integrity procedures of the College.

### **7. DATA PRIVACY, SECURITY, AND INTELLECTUAL PROPERTY**

Users must not input confidential, personally identifiable, proprietary, or protected health information into AI systems that are not approved for such data.

AI tools used for College purposes must comply with federal and state privacy laws (e.g., FERPA, HIPAA), as well as institutional, Board and UA System cybersecurity and data governance policies.

GenAI output should be treated as informational and not authoritative unless verified by a qualified individual.

Intellectual property ownership of AI-generated materials shall follow applicable institutional, Board and UA System policies, taking into account human authorship and creative contribution.

### **8. APPROVED TOOLS, GOVERNANCE AND REVIEW**

The College follows the Board and UA System guidelines as well as state laws for maintaining AI tools. The University of Arkansas System currently allows use of Microsoft Copilot through the

Microsoft 365 licenses deployed to each student and employee user. This is the only system-level deployed AI resource to date.

Approved tools must meet standards for data privacy, accessibility, reliability, and Cybersecurity.

The Technology Supported Learning Committee (TSLC) shall work with Information Technology Services (ITS) to review emerging technologies, update approved tool lists, and ensure ongoing compliance.

The TSLC will review this policy on an annual basis and update as technologies, regulations, and best practices evolve.

The College will adhere to the UA System Administration, who will coordinate information-sharing among campuses to promote consistency and reduce duplication of effort.

## **9. LEGAL AND REGULATORY COMPLIANCE**

All AI use must comply with applicable federal and state laws and regulations, including but not limited to:

- A. Family Educational Rights and Privacy Act (FERPA)
- B. Health Insurance Portability and Accountability Act (HIPAA)
- C. Title VI and Title IX of the Civil Rights Act
- D. Americans with Disabilities Act (ADA)
- E. Export control and data protection laws
- F. Intellectual property and copyright laws
- G. Act 848 of 2025, codified at [Ark. Code Ann. § 25-1-128](#)

Violations of this policy will be addressed in accordance with existing College policies, including the Code of Student Conduct and Employee Handbook.

Possible consequences include academic penalties, disciplinary action, suspension of technology access, or other appropriate sanctions.

## **10. TRAINING**

UA-PTC shall provide access to resources and professional development on responsible AI use for faculty, staff, and students and training on automated decision tools for employees. Responsible use training will cover ethical considerations, data handling, disclosure, and institutional expectations.

## **REFERENCES**

**UA-PTC Policy 330 – Technology Use:** [330 UA-PTC Policy: Technology Use](#)

**UA-PTC Policy 331 – Internet and Email Use:** [Internet and E-Mail Use](#)

UA-PTC Policy 550 - Code of Student Conduct and Disciplinary

Procedures: <https://mediaserver.uaptc.edu/policies/500-Student-Affairs/550-code-of-student-conduct.pdf>

UA-PTC Policy 690 – Intellectual Property: [Intellectual Property](#)

UA-PTC Academic Due Process Procedure: <https://uaptc.edu/academic-due-process>


UA-PTC Employee Handbook: <https://uaptc.edu/human-resources/employee-manual>

UA-PTC Library Avoiding Plagiarism: <https://uaptc.edu/library/avoiding-plagiarism>

UA-PTC Library Citing Sources: <https://uaptc.edu/library/citing-sources>

UA System Policy 285.2 AI and Responsible Use: [UASP-285.2-Artificial-Intelligence-and-Responsible-Use-4.7.26.pdf](#)

UA System Policy 285.3 AI and Automated Decision Tool: [UASP-285.3-Artificial-Intelligence-and-Automated-Decision-Tool.pdf](#)

| REQUIRED APPROVALS                    | NAME/SIGNATURE  | DATE    |
|---------------------------------------|---|---------|
| Originator(s) Name(s):                | Artificial Intelligence (AI) Task Force   | 3/16/26 |
| Ratified by:                          | Joint Operations  | 4/24/26 |
| Recommended by Chancellor (Signature) |    | 4/27/26 |
| UA Policy Alignment:                  | UASP 285.2 <a href="#">UASP-285.2-Artificial-Intelligence-and-Responsible-Use-4.7.26.pdf</a><br>UASP 285.3 <a href="#">UASP-285.3-Artificial-Intelligence-and-Automated-Decision-Tool.pdf</a> |         |