

Springfield College Universal Principles for Responsible AI Use

Artificial intelligence is becoming an integral part of how we work, learn, and live. Springfield College would disadvantage our institution, employees, and students if we failed to foster the thoughtful and responsible adoption of these tools. Our students need to understand how, why, and when to use AI as they prepare to enter the workplace, and our employees can use it to achieve efficiencies, improve decision-making, and generate insights that support the College's success. To realize these benefits responsibly, we need clear, common-sense guardrails. These six principles are intended to provide that foundation and will be reviewed and revised as the technology, its uses, and its risks continue to evolve.

1. Use AI to support the task, not bypass the human learning, judgment, or expertise it is intended to require

AI may assist with work, but the person must still perform the thinking, learning, judgment, or skill the task is designed to develop, demonstrate, or assess. The appropriate use of AI therefore depends on the purpose and context of the task.

2. Verify before you trust.

AI-generated information must be checked for accuracy, evidence, bias, context, intellectual property concerns, and potential harm before it is submitted, shared, published, or used to act.

3. Make meaningful AI use visible.

AI use must be disclosed when it materially influences the content, analysis, recommendation, or decision, consistent with applicable course, workplace, research, and professional expectations.

4. AI changes the tool, not your responsibility.

Students, faculty, and staff remain responsible for the accuracy, quality, integrity, and consequences of all AI-assisted work and decisions. You must understand and be able to explain or defend work you submit or represent as your own.

5. Do not put protected data into AI without approval.

Protected data may be used with AI only when the requester's PLT member has approved both the tool and the specific use following review and recommendation by the Chief Information Officer or Chief Information Security Officer. See the Information Security Policy for definitions of types of information and what is considered "Protected Data".

6. AI should widen opportunity, not widen gaps.

AI should be used in ways that support equitable access and accessibility and should not create avoidable unfair advantage, exclusion, or discrimination.

Further Policy Guidance

The College is committed to providing professional development through a variety of offices (including Information Technology and the Center for Excellence in Teaching, Learning, and Scholarship) to advance individual's understanding of the application of AI, ensure that you have full access to knowledge about the advantages, and inform you about the latest challenges of AI usage in higher education.

As AI continues to expand with implementation across divisions, further formalized policies will be developed and maintained through appropriate entities.

Responsible Office: Office of the Provost and Vice President for Academic Affairs and Office of Vice President for Finance and Administration

Approved By: President / President's Leadership Team

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Supersedes: