

1208.1 Artificial Intelligence Policy

Purpose:

This policy applies to all Bismarck State College students, faculty, and staff and applies to the development, approval, use, and management of artificial intelligence (AI) applications, systems, services, or platforms procured, developed, or created for use by BSC.

Definitions:

- **Artificial Intelligence (AI):** The simulation of human intelligence in machines that are programmed to think, learn, and make decisions comparable to humans. Tasks that AI is capable of include speech recognition, problem solving, and language interpretation. To accomplish these tasks, AI incorporates the use of algorithms and various technologies such as machine learning, natural language processing, robotics, expert systems, and computer vision.
- **AI Application:** A computer program that consists of a set of instructions and data that is used specifically for the purpose of gathering or using AI. The application can be a commercial product or developed in-house.
- **AI Project:** A comprehensive undertaking that aims to develop, implement, or improve an AI system or service. It involves multiple components such as problem definition, data collection, algorithm development, model training, testing, deployment, and ongoing management and maintenance.
- **AI Query:** An AI query typically refers to a single interaction or request made to an existing AI system. It involves posing a question or providing input to obtain a specific output or response. AI queries are generally straightforward and do not encompass the entire process of developing or implementing an AI system.
- **AI System/Service:** A computer-based system that utilizes algorithms, machine learning, or other techniques to perform tasks typically requiring human intelligence, i.e., problem solving, decision making, language understanding, and pattern recognition.
- **Generative Artificial Intelligence (Gen AI):** Refers to a category of artificial intelligence that can create new content, such as text, images, music, and video, based on the data it has been trained on. Unlike traditional AI, which relies on pre-programmed rules and existing data, generative AI leverages advanced algorithms to produce outputs that mimic the characteristics of the original data.

Policy Guidelines:

- AI at BSC may be used for teaching and learning activities, administrative and operational functions, and to improve user experiences as part of the delivery of the college's vision, mission, and values.
- Using AI must be ethical, reliable, transparent, secure and comply with all applicable policies, laws, and regulations.
- BSC acknowledges that there are legitimate concerns about the use and reliability of AI and will seek to balance the opportunities for improvement and automation while mitigating risks to the college and its community.
- This policy and any associated procedures must be reviewed periodically to ensure compliance with current and emerging laws and regulatory standards.

Principles:

- a. **Ethical considerations:** BSC commits to ensuring that all AI technologies are developed and used ethically, prioritizing fairness, transparency, and accountability.
 - AI project owners should avoid creating or deploying AI projects that may contribute to discrimination, bias, or harm to individuals or groups. While the BSC review board provides oversight and will act upon complaints and grievances, it is the responsibility of the user and/or owner to decide if the use and output of the AI in a particular instance is ethical.
 - Content generated by AI tools may contain errors, fabrications, or biases, and users are responsible for verifying the accuracy of any AI-produced material used in their work. This includes checking for factual correctness, copyright infringement, and plagiarism. Instructors should clearly communicate their expectations for AI tool usage in student coursework.
- b. **Academic freedom and collaboration:** BSC encourages open and collaborative application of AI. Students, faculty, and staff are free to explore and innovate within the bounds of this policy, fostering a culture of academic freedom while respecting legal, policy, and ethical considerations.
- c. **Data privacy and security:** BSC is committed to protecting the privacy of individuals and their personal information in the collection, storage, and use of AI applications, systems, and services. Data used within AI applications, systems, and services shall comply with

applicable data protection laws, regulations, and policies, including NDUS Procedure 1203.7 Data Classification and Information Security Standard.

- d. **Accountability:** AI-based functions, decisions, and queries must always be subject to human review and intervention. AI project owners are responsible for the management and maintenance of their AI systems/services.
- e. **Copyright:** Users shall recognize that query output from AI applications, systems, and services may be protected by copyright laws or involve intellectual property rights.
- f. **Transparency:** AI systems created and developed at BSC must be transparent and explainable, including origins of data, algorithms, and techniques used. The AI project owner must always be prepared to provide understandable explanations for the decisions made by the AI applications, systems, or services, particularly when they impact individuals.
- g. **Inclusive Access:** BSC strives to make AI education and resources accessible to all members of the college community including efforts to minimize barriers and provide support for individuals from diverse backgrounds and abilities to engage with AI technologies.
- h. **Application Excellence:** BSC encourages AI applications that contribute to societal well-being. Those involved in AI projects should prioritize humanity, and design and test to ensure that applications, systems and services are safe and reliable and do not pose any unnecessary risks to humans or society.

Governance

A review board as described by NDUS Policy 1208.1, Emerging Technology, will review, approve, recommend, and oversee the development and deployment of AI Projects and Systems at BSC.

Compliance:

- a. All AI projects, AI queries, and AI systems must comply with relevant data protection laws, SBHE (State Board of Higher Education) policies, including SBHE 1202.3 "Data Privacy;" NDUS (North Dakota University System) procedures, including NDUS 1203.7 and "Data Classification and Information Security Standard;"

- b. To ensure compliance with this policy, all BSC AI projects must undergo a review by an AI review board. This requirement does not apply to a student-created AI project as part of a course requirement, providing all the following requirements are met:
 - i. The AI project does not include information classified as private, restricted or confidential by policy, procedure, or law;
 - ii. The project will not result in an AI system used for official BSC business.
 - iii. The project will not be published or presented publicly; and
 - iv. The course instructor provides guidance and oversight of the student AI project.
- c. The AI review board will have the authority to halt or modify projects that do not meet the principles or standards outlined in this policy. Scheduled periodic reviews may be required for selected projects or systems at the discretion of the review board.
- d. Information classified as private, restricted, or confidential by policy or law shall not be entered into an AI system, including as part of an AI query, unless approved by the review board. Review board permission is not required to use AI capabilities integrated within approved NDUS Core Technology Services (CTS) or BSC enterprise systems that may contain private, restricted, or confidential data provided that all other provisions of the policy are met.
- e. Users shall not attempt to query AI systems to produce information classified as private, restricted, or confidential by policy or law without either:
 - i. BSC official business need to know, or
 - ii. Approval of the review board.
- f. All AI projects, AI queries, and AI systems must comply with relevant data protection laws, and SBHE policies.

References

- [SBHE Policy: 1200 Consolidated IT Services](#)
- [SBHE Policy: 1208.1 Emerging Technology](#)
- [BSC Policy: 1207.1 Official Communication](#)
- [BSC Policy Procedure: 1207.1 Official Communication](#)

[BSC Policy: 1901.2 Use of Computer and Network Facilities](#)

[BSC Policy Procedure: 1901.2 Use of Computer and Network Facilities](#)

[N.D.C.C. ch. 44-04 North Dakota Open Records](#)

[N.D.C.C. ch. 15-10-44.1 North Dakota State Board of Higher Education](#)

[NDUS Procedure: 1203.7 Data Classification and Information Security Standard](#)

History of This Policy:

First policy reviewed and approved by Policy Review Team on July 31, 2026, reviewed by the Executive Council on May 15, 2026, and approved by BSC President on June 9, 2026