

**Bergen Community College  
Board of Trustees  
Section (IT)**

**Policy #: IT 006-003-2025**

**Effective Date: August 6, 2025**

**Responsible Official:  
Chief Information Officer**

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**Artificial Intelligence (AI) Acceptable Use Policy**

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**Policy Statement:**

AI is a powerful tool that can enhance productivity and efficiency in many aspects of our business; however, it must be used responsibly and ethically to ensure the protection and privacy of our students, and employees. This policy ensures that use of AI at Bergen Community College complies with all applicable legal and ethical standards and that all steps are taken to protect Bergen Community College's confidential data.

**Reason for Policy:**

The purpose of this Policy is to provide guidelines for the appropriate use of Artificial Intelligence (AI) at Bergen Community College.

**Who should read this Policy:**

This policy applies to all Bergen Community College employees, contractors and third-party partners or vendors in the performance of their duties or the provision of services to Bergen Community College.

**Definitions:**

**Artificial Intelligence:** Technology that enables computers and machines to simulate human learning, comprehension, problem solving, decision making, creativity and autonomy.

**Generative Artificial Intelligence:** A type of artificial intelligence (AI) that can create new content based on user prompts.

**Policy:**

## **AI Acceptable Use**

AI tools, approved by Bergen Community College, may be used for the following purposes:

- Researching and gathering information for work-related tasks
- Assisting with writing and editing internal documents, emails, and other correspondence
- Language translation services
- Analyzing data
- Conducting market research and analysis

In addition to the AI acceptable use requirements outlined above, all use of AI must also meet the acceptable use of technology requirements outlined in Bergen Community College's Acceptable Use Policy and Data Classification Policy. All BCC policies and Code of Conduct apply equally to use of AI tools.

## **Access Accounts:**

- All user accounts utilized in association with the AI tools must be a named account associated with the user's bergen.edu email address.
- The use of personal or shared AI service access accounts is not authorized.
- If service-type accounts are needed to interact with the AI service, they must be approved and managed by Bergen Community College's Information Technology Services (ITS).
- Employees must not give access to any AI tools approved for business use to anyone outside the College.

## **Using AI Technology or Services for Administrative purposes:**

In no event shall an employee, or contractor, obtain or use any AI technology or service (either through a licensed/purchased tool or through open source) for administrative use without first receiving approval from ITS. No personal licensing/purchasing of agreements for AI technology or services are authorized for Bergen Community College use. All licenses/purchases and agreements must be owned by Bergen Community College and under contract terms with Bergen Community college.

## **Using AI Technology or Services for Pedagogical purposes:**

Faculty may use AI tools to support teaching, learning, and curriculum development, provided such use complies fully with the College's Data Classification & Handling Policy. This includes strict adherence to existing restrictions on entering personally identifiable information (PII), or

other sensitive data into systems that have not been explicitly approved and secured by the College. The use of AI for pedagogical purposes should be consistent with the policies and guidance established by the course's academic department.

### **Disable Learning Requirement:**

When utilizing a third-party approved AI service, you must opt-out of allowing that service to use any data input, including Bergen Community College student, employee, vendor or contractor data, and output to train or improve the AI model. All contracts with AI service providers must contain the same restrictions on the use of data input and output to train the AI model. If the service or solution does not provide this option, it is not authorized for use under this policy unless otherwise approved by ITS.

### **Data Usage:**

In addition to any restrictions on the use of data set forth in this Policy, all use of Bergen Community College Private or Confidential Information must adhere to the college's Data Classification Policy. In using any AI tool, employees must not upload or share any confidential, proprietary, or protected data, including data related to employees or students. Employees must ensure any AI tool does not release confidential information to a third party.

### **Output:**

All generative AI output data shall be reviewed by a human for accuracy, quality, and bias before use.

### **AI Prohibited Use:**

The following is a non-exhaustive list of AI usage that is prohibited.

*Illegal and Unethical Use:* Utilizing AI services to engage in or facilitate activities that are not permitted under any applicable laws, are fraudulent or otherwise unethical, as determined by Bergen Community College in its sole discretion, or any other conduct violating applicable laws and regulations is strictly prohibited. AI tools may not be used in any manner which violates any state, local or federal laws or regulations, licenses or contracts, or any other BCC policy, including but not limited to: cyber security, software licenses, copyrights, civil rights laws, and BCC Code of Conduct.

*Impersonation and Misrepresentation:* The use of AI services to impersonate another individual or entity, create false identities, or misrepresent the source or nature of any communication, content, or data is prohibited.

*Intellectual Property Rights Infringement:* Using AI services to access, use, copy, create, distribute, or promote any content that infringes upon the intellectual property rights of Bergen Community College or other entities, including copyright, trademark, and patent violations is prohibited.

*AI Security Degradation:* Intentionally interfering with or disrupting the functionality, security, or performance of any AI service, either through the introduction of malware, exploitation of a vulnerability or by any other means is prohibited.

*Use of AI to Bypass Security:* Conversely, using or attempting to use AI services to interfere with or disrupt the functionality, security, or performance of any Bergen Community College's services, systems, data, or related assets is prohibited.

*Unauthorized Access:* Using an AI service to gain, or attempt unauthorized access to any Bergen Community College service, system, or data is prohibited.

*Bias and Discrimination:* Intentionally introducing or perpetuating biased or discriminatory behavior into AI services utilized by Bergen Community College, either through biased data input or by explicitly programming such behavior, is prohibited. Employees may not use AI tools in any manner which is harassing, discriminatory, obscene, libelous, or threatening.

*False or Misleading Content:* Utilizing AI services to create, distribute, or promote AI-generated deep fakes or content meant to mislead, disseminate disinformation, manipulate opinion, or any other activity used for deception, harm, or malicious intent is prohibited.

### **Enforcement:**

This policy is intended to comply with and augment the BCC Student/Employee Code of Conduct and all local, state, and federal laws. Individuals who violate any part of the policy will be subject to college disciplinary action (in accordance with all applicable collective bargaining agreements). Access to select or all BCC resources may be revoked during the investigation of an alleged violation, or a finding of violation of this policy.

### **Related Documents/Policies:**

- Data Classification and Handling Policy
- IT Acceptable Use Policy

### **Policy History (adopted/amended):**

Adopted: August 5, 2025

Amended: