AI Use Policy for Staff

Mission Context

Our mission is *to glorify God as a Christian academic community where students integrate knowledge and faith, equipped to flourish as whole persons prepared for lives of service, leadership, and influence through the pursuit of undergraduate liberal arts, graduate, and seminary education.*

Christ said, "Love the Lord your God with all your heart and with all your soul and with all your mind," and "Love your neighbor as yourself" (Matthew 22:37-39). Erskine affirms that any tool must be used to enhance our relationships with God and with neighbor, never to undermine or replace those relationships.

This policy ensures that the use of Artificial Intelligence (AI) by staff aligns with our commitment to Christ-centered education, academic integrity, and human dignity.

1. Purpose

This policy provides guidelines for the **responsible, ethical, and secure use of AI tools** by staff at Erskine. It seeks to encourage innovation while safeguarding institutional values, data privacy, and academic integrity in a manner consistent with our Christian mission.

2. Scope

This policy applies to **all staff members**, including administrative personnel and contractors, who use AI tools in their work for the institution.

3. Acceptable Use of AI

AI may be used to **enhance human work**, never to replace the relational and formative aspects of education central to our mission. Examples include:

- **Productivity:** Drafting emails, summarizing documents, automating workflows.

- **Research:** Assisting with literature reviews, data analysis, and idea generation (with proper verification).

- **Administrative Efficiency:** Scheduling, data entry, and reporting tasks.

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4. Prohibited Use of AI

Staff must not use AI tools to:

- Generate or share **false, misleading, or plagiarized content**.

- Violate **copyright or intellectual property laws**.

- Circumvent **academic integrity policies** or encourage dishonesty.

- Make **high-impact decisions** (e.g., admissions, grading, hiring) without human oversight.

- Process or store **sensitive institutional data** on unauthorized or unsecured AI platforms.

- Use AI in ways that **contradict biblical principles** of honesty, stewardship, and respect for human dignity.

5. Information Security & Data Privacy

- Do **not input confidential or personally identifiable information** (e.g., student records, financial data, unpublished research) into public AI tools.

- Use only **institution-approved AI platforms** for tasks involving institutional data. As of 2025, the Erskine-approved AI platform is Copilot.

- Ensure compliance with **FERPA**, **ADA**, and other applicable data protection laws.[1]

- Report any **suspected data breaches or misuse** immediately to IT.

6. Transparency & Accountability

- Disclose when AI tools are used in creating **official documents, communications, or other materials**.

    - Sample Disclosure: *This email was drafted by Copilot and reviewed by a human.*

- All AI-generated content must be **reviewed and verified by a human** before dissemination.

- Staff are **responsible for the accuracy and appropriateness** of AI outputs they use.

7. Training & Support

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[1] For more information on FERPA, see https://studentprivacy.ed.gov/ferpa.
  For more information on ADA, see https://www.ada.gov/.

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- The institution will provide **regular training** on AI security as part of cybersecurity training.

- Staff are encouraged to **stay informed** about emerging AI technologies and their implications for Christian higher education.

- Questions can be addressed to the AI Task Force, housed under the Office of Institutional Effectiveness.

8. Enforcement

Violations of this policy may result in **disciplinary action** in accordance with institutional procedures.

9. Review & Updates

This policy will be **reviewed periodically** and updated as needed to reflect technological changes, legal requirements, and institutional priorities.

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