



April 7, 2025

MEMORANDUM

TO : PCC President Dr. Tellei
FROM : Acting Dean of Academic Affairs
SUBJECT : Proposed Academic Policy AP01-2025:
Ethical Use of Artificial Intelligence (AI) at Palau Community College

I am submitting the attached Proposed Academic **Policy AP01-2025: Ethical Use of Artificial Intelligence (AI) at Palau Community College** for your review and approval.

With the increased use of AI in the academic setting and in the workforce, it is deemed prudent and even necessary to put in place a policy that guides everyone on the acceptable use of artificial intelligence (AI), as well as consequences for intentional misuse of AI.

Please review and make appropriate changes for your final approval and signature. If the attached is sufficient as proposed, please sign and date. Please let me know if further information or clarification is needed.

Thank you very much.

Jay Olegeriil
Acting Dean, Academic Affairs

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SCHOOLS AND COLLEGES



Academic Policy AP01-2025: Ethical Use of Artificial Intelligence (AI) at Palau Community College

(This Policy is Generated by AI and Modified to Meet PCC Policies, Rules & Regulations)

Policy:

The goal of this policy is to ensure that Artificial Intelligence (AI) is used ethically and responsibly by students, faculty, and staff at Palau Community College (PCC). AI technologies are powerful tools that can enhance learning, research, and productivity. However, their misuse can undermine academic integrity, privacy, and fairness. This policy sets forth the guidelines for the ethical use of AI to maintain these standards while allowing the benefits of AI to be fully realized.

This policy aims to:

- Establish clear guidelines for the ethical use of AI tools in academic and professional contexts.
- Promote transparency, fairness, and accountability in AI interactions.
- Ensure that AI is used to enhance, rather than replace, human thought, performance, and creativity.

This policy applies to:

- **Students:** All undergraduate, graduate, and continuing education students using AI tools for academic, research, or personal purposes.
- **Faculty and Staff:** All faculty, staff, and researchers using AI tools for teaching, research, administration, or any other institutional role.
- **AI Tools:** AI technologies include, but are not limited to, tools such as chatbots (e.g., ChatGPT), writing assistants, image generation tools, and AI-driven research assistants.

Principles of Ethical AI Use

- **Transparency:**
 - Users must be transparent about their use of AI tools in their work. If AI is used to assist in research, writing, or problem-solving, it must be disclosed and properly credited.
 - Users should make clear when AI-generated content is involved, such as including statements like “AI-assisted” or “AI-generated” in academic or professional work.
- **Academic Integrity:**
 - AI tools should not be used to complete assignments, exams, or projects on behalf of a student or employee. The use of AI for cheating, plagiarism, or circumventing academic expectations is prohibited.

- Students and faculty must adhere to existing academic integrity policies regarding the submission of original work, including proper citations for any AI-generated content.
- **Fairness:**
 - AI systems should be used in a way that does not unfairly advantage or disadvantage individuals. For example, AI tools must not be used to manipulate outcomes or decisions in assessments or hiring practices.
 - AI algorithms should be designed and used in a way that is free from bias and discrimination, ensuring that all individuals have equal access to educational opportunities and resources.
- **Privacy and Security:**
 - AI tools must respect the privacy and confidentiality of students, faculty, and staff. Sensitive data, such as personal information or academic records, should not be shared with AI tools unless explicitly permitted.
 - Users must ensure that AI systems used for research or data processing comply with relevant data privacy laws and institutional data protection policies.
- **Accountability:**
 - AI systems should be used responsibly, and individuals should be held accountable for their actions when using AI tools. This includes ensuring that AI is used to complement human creativity and critical thinking, rather than replacing it.
 - Users are responsible for understanding the limitations of AI and ensuring its appropriate application in academic or professional contexts.

Permitted Uses of AI

AI can be used in the following ways, provided it adheres to the legal and ethical guidelines above:

- **Research Assistance:** AI tools can be used to gather information, summarize research articles, or generate ideas for academic projects. However, the results must be critically evaluated by the user, and proper citations must be given for AI-generated content.
- **Learning Support:** AI may assist students in understanding complex concepts, providing explanations, examples, or exercises to support learning.
- **Creative Projects:** AI can be used as a tool for brainstorming or generating preliminary drafts of creative works (e.g., writing, artwork, music). These works should reflect the user's original thoughts and input.
- **Productivity Enhancement:** Faculty, staff, and students may use AI tools to automate routine tasks (e.g., scheduling, administrative duties), but these uses must not replace personal engagement with work that requires judgment, creativity, or critical thinking.

Prohibited Uses of AI

The following actions are prohibited under this policy:

- **Misuse of AI for Academic Fraud:** Using AI tools to generate letters, articles, essays, assignments, exams, or research papers with the intent to submit them as one's own work without proper acknowledgment.
- **Cheating and Plagiarism:** Using AI to generate answers to exam questions, quizzes, or assignments intended to test personal understanding and skills.
- **Manipulation of Outcomes:** Using AI to unfairly influence grading, evaluations, or decisions related to academic or professional advancement.
- **Exploitation of AI for Harmful Purposes:** Using AI to generate misleading information, manipulate data, or create content intended to deceive or cause harm.

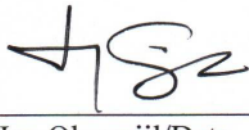
Consequences of Policy Violations

Violations of this policy will be taken seriously and may result in:

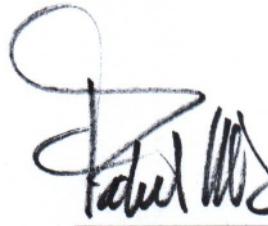
- **Students:** Academic penalties, including warnings, failing grades for assignments or courses, suspension, or expulsion, depending on the severity of the violation, and in accordance with PCC policies and guidelines.
- **Faculty and Staff:** Disciplinary actions, including warnings, suspension, or termination, depending on the nature of the violation, and in accordance with the PCC Personnel Rules and Regulations Manual, as well as US Federal Laws.
- **Additional Actions:** Depending on the violation, users may also be required to undergo and complete educational training on the ethical use of AI.

This policy will be reviewed and updated regularly to ensure it remains aligned with technological advancements, ethical considerations, and institutional goals.

APPROVED BY AND ADOPTED ON:

 4/7/25

Jay Olegerii/Date
Acting Dean, Academic Affairs Division

 4/9/2025

Patrick U. Tellei, EdD/Date
President