

Statement on the Responsible Use of Artificial Intelligence (AI)

Iowa Western Community College

At Iowa Western Community College (IWCC), we recognize the growing presence and potential of artificial intelligence (AI) in shaping the future of education, business, and society. As an institution committed to student success, operational excellence, and community engagement, we embrace the thoughtful and ethical integration of AI technologies across all areas of college life—both in the classroom and within our daily operations.

Our Commitment

IWCC is dedicated to using AI in ways that support access to learning, enhance institutional effectiveness, and uphold the values of academic integrity, transparency, and privacy. Our leadership, faculty, and staff work collaboratively to ensure that AI tools are used responsibly and with a clear understanding of their capabilities and limitations. Whether enhancing teaching practices, supporting student services, or improving administrative workflows, AI at IWCC is used with purpose and accountability.

Academics

AI can be a powerful aid in the teaching and learning process—enabling students to explore new ideas, refine their thinking, and access personalized learning supports. At the same time, we are committed to preserving the integrity of education by guiding students to use AI tools ethically and responsibly. Faculty will clearly communicate how AI may or may not be used in their courses, and student learning will remain grounded in critical thinking, creativity, and authentic academic engagement.

Operations

In our administrative and operational functions, AI technologies may be used to increase efficiency, enhance communication, analyze data, streamline services, and develop innovative solutions that benefit our entire community. This includes—but is not limited to—using AI to support drafting documents, automating workflows, providing language translation, or organizing complex information. However, all use of AI must meet institutional standards for privacy, accuracy, and data protection. Sensitive or proprietary information will never be shared with AI systems that do not meet our security requirements.

Balancing Innovation with Responsibility

We recognize both the promise and the risks of AI. While these technologies can spark creativity, reduce barriers, and improve outcomes, they can also produce inaccurate or biased results if used uncritically. IWCC is committed to training our faculty, staff, and students to be informed users of AI who understand not only how to use these tools—but when, why, and with what ethical considerations.

Guiding Principles for Use of AI at IWCC

1. Academic and Professional Integrity

AI should never be used to misrepresent one's work. Students, faculty, administration,

and staff are expected to use AI tools in a way that enhances productivity, efficiency, and learning without compromising honesty or originality.

2. **Transparency**

Individuals using AI to generate or significantly revise content should disclose their use of these tools, especially in academic work and institutional functions. Transparency fosters trust and clarity in both academic and operational contexts.

3. **Critical Evaluation**

AI-generated content should always be reviewed and validated by a human user. Users must verify that information is accurate, current, and relevant, particularly when used in decision-making or academic work.

4. **Privacy and Data Security**

Confidential, sensitive, or personally identifiable information must never be input into public AI platforms. IWCC is committed to safeguarding personal and institutional data, and users are expected to follow all data privacy and IT security policies.

5. **Accessibility**

We recognize that access to and familiarity with AI tools vary among our stakeholders. IWCC seeks to ensure that AI use promotes inclusivity and does not disadvantage individuals based on their access to technology or digital literacy.

6. **Faculty Discretion**

Instructors and departments retain autonomy to determine the appropriate use of AI in academic courses. Policies and expectations should be clearly communicated to students and other stakeholders.

7. **Continuous Learning and Collaboration**

As AI technologies evolve, IWCC encourages ongoing education, training, and conversation around responsible use. Stakeholders at all levels are invited to participate in shaping the college's evolving AI practices and policies.