

**Facilities**

*Board of Trustees Policy*

<b>SUBJECT:</b>  Acceptable Use Policy - Technology	<b>NUMBER:</b>  <p style="text-align: center;"><b>5.6</b></p>
	<b>DATE:</b> <b>March 16, 2026</b>
	<b>SUPERSEDES:</b> <b>Resolution # 23-116</b>

***Purpose***

SUNY Schenectady (the “College”) maintains technology resources in support of its educational mission and operations. This Acceptable Use Policy – Technology (“AUP”) applies to the use of all College Technology Resources (as defined below).

***Definitions***

- Artificial Intelligence (AI): Technologies and systems that enable machines or machine-based systems to perform tasks that typically require human intelligence, including but not limited to machine learning, large language models, natural language processing, and robotics, including generative AI and transcription services.
- AI Technologies: Tools and systems that utilize AI to enhance or automate processes, decision-making, or data analysis.
- College Technology Resources – All SUNY Schenectady computing hardware, whether wired or wireless (e.g., computers, laptops, tablets), software (e.g., Office 365, D2L Brightspace), telecommunications and other portable electronic devices (e.g., mobile phones, desk phones), wireless connectivity (e.g., WiFi), information systems (e.g., email accounts), and any other electronic devices used to support the College’s educational mission and operations. This list of Technology Resources is not all inclusive, but provides examples of the types of resources that are provided

by SUNY Schenectady and/or used by Users (as defined below).

- Faculty – All College employees, other than Staff, who provide instructional services for the College, including, but not limited to, full-time, part-time, adjunct, and temporary employees.
- Staff - All College employees, other than faculty, including student workers, full-time, part-time, and temporary employees who perform any work for the College.
- Users – All members of the SUNY Schenectady community who utilize any College Technology Resources and/or participate in any SUNY Schenectady academic, educational, or employment activities, including Faculty, Staff, Students, and contractors.

## ***Policy***

### **A. No Expectation of Privacy & Monitoring**

Any and all telephone conversations or transmissions, electronic mail or transmissions, or internet access or usage by an employee by any electronic device or system, including but not limited to the use of a computer, telephone, wire, radio or electromagnetic, photoelectronic or photo-optical systems may be subject to monitoring at any and all times and by any lawful means. Thus, Users shall have no expectation of privacy when using College Technology Resources. All information placed on or sent using College Technology Resources may be monitored. Use of College Technology Resources constitutes consent to monitoring. The College will not access files or emails stored within individual User accounts without approval by College's President or Chairperson of the Board of Trustees. All such access will be recorded on a log, along with specific reason(s) for such access.

### **B. No Warranties**

Users of College Technology Resources use those resources at their own risk. The College makes no warranties of any kind, express or implied, relating to access or use of College Technology Resources. Further, the College assumes no responsibility for the quality, availability, accuracy, nature or reliability College Technology Resources. The College is not liable for any claims, losses, damages, suits, expenses, or costs of any kind incurred, directly or indirectly, by any User through use of College Technology Resources.

### **C. Responsible Use**

Use of College Technology Resources is a privilege, not a right, and access is granted with restrictions and responsibilities for acceptable use as provided herein and other applicable College policies. All Users shall conduct themselves in a responsible manner and in compliance with all College policies, including, but not limited to, the Code of Ethics and policies prohibiting discrimination, harassment, and retaliation.

Users of College Technology Resources are solely responsible for the safeguarding of all such Resources provided to them in their capacity as Users.

**D. Prohibited Uses (see Section E. for information about Use of AI Technologies)**

- The following uses of College Technology Resources are expressly prohibited:
  - Any use that violates federal, state or local laws or regulations;
  - Any use that violates College policies or procedures, including the Student Code of Conduct; and
  - Any use that may disrupt the College’s educational mission and/or operations.
  
- The Board of Trustees recognizes that technology changes rapidly and that it is not possible to identify each and every specific prohibited use. The College President and/or designee is authorized to identify specific prohibited uses and provide notice of same to Users. Specific prohibited uses may be changed from time-to-time as necessary and appropriate.

**E. Use of AI and AI Technologies**

- Users must comply with College policies, procedures, and applicable laws. AI is not a substitute for human oversight. Faculty and Staff must ensure ethical use and seek training. Students must adhere to academic integrity standards.
  
- To maintain security, protect institutional data, and ensure compliance with legal and accreditation requirements, the use of AI platforms not vetted or supported by the College’s Information Technology Services department is strongly discouraged. External AI tools may pose risks related to data privacy, intellectual property, and academic integrity.
  
- Permitted Uses of AI:
  - Use of Microsoft Copilot as SUNY Schenectady’s officially recognized, supported and grounded AI system. Copilot is integrated within the College’s secure technology environment and adheres to institutional standards for data privacy, security, and compliance. Users are encouraged to leverage Copilot for AI-assisted tasks, as it provides transparency, accountability, and alignment with College policies.
  
  - Use of other licensed AI tools for College business with written approval from the College’s Chief Information Officer pursuant to the applicable approval process, which shall include information regarding how College data and privacy will be protected.
  
  - Educational uses as permitted by faculty and as provided in applicable syllabi.
  
  - To conduct scholarly research under human oversight, while adhering to

ethical, legal, funding, and College requirements.

- Approved administrative functions, including using AI Technologies to update or draft communications that improve efficiency and consistency, but do not include College data. All such communications must be reviewed and verified by the drafter.
- Prohibited Uses of AI
  - Faculty, Staff, and students are expected to refrain from uploading College data or engaging in academic or administrative work using unapproved AI systems. This includes, but is not limited to, all sensitive and private information protected by law (e.g., FERPA) or College policy.
  - Using AI to engage in fraudulent illegal activities, such as copyright infringement.
  - Engaging in academic misconduct, such as plagiarism or academic dishonesty.
  - Engaging in discriminatory, harassing, or retaliatory conduct.
  - Engaging in activities that are inconsistent with accreditation standards, licensure requirements, and/or SUNY or College policies, procedures, and guidelines.

#### **F. Potentially Objectionable Content**

- From time to time, a User may need to access data for legitimate business and/or academic purposes that other users may find to be objectionable, including but not necessarily limited to sexually explicit images or content.
- The Board of Trustees recognizes that the definition of objectionable content is subjective and that it is not possible to identify each and every specific example of potentially objectionable content. The College President and/or his/her designee is hereby authorized to identify specific potentially objectionable content and provide notice of same to Users, as necessary and appropriate.
- A User must obtain permission from the College President and/or his/her designee prior to using SUNY Schenectady Computer Technology Resources to access content that has been identified as potentially objectionable.

#### **G. Security Issues and Protecting Data**

All Users are required to abide by the College's Information Security Policies and Procedures, including the College's Information Security Program. To protect Users, other members of the College community, the College itself and College

Technology Resources from security incidents, it may be necessary to suspend or disable access to College Technology Resources without notice.

#### **H. Internet Access**

College Technology Resources may be used to access the Internet or other remote computing resources not under the control of the College for College business. In its sole discretion, the College may monitor data uploaded to and/or downloaded from the Internet to: (1) ensure compliance with College policies, procedures, and guidelines; and (2) protect the security of College Technology Resources, including the confidentiality, integrity and availability of College data.

#### ***Policy Violations***

- Violations of this AUP shall be reported to the Office of the President and Office of Human Resources for appropriate action in accordance with this AUP and all other applicable College policies and procedures and/or collective bargaining agreements. In addition, any violations may subject the User to criminal and/or civil reporting and actions.
- Penalties for students may include, but are not limited to, restriction or revocation of access privileges, suspension and other discipline consistent with all applicable College policies and procedures, including the Student Code of Conduct.
- Penalties for Staff, Faculty, and other authorized Users may include, but are not limited to, revocation of access to College Technology Resources in addition to other discipline up to and including termination of employment or contracts.