

## Canvas and AI Guidelines

These guidelines govern the use of AI tools and features within the Ithaca College Canvas environment. These guidelines were created in consultation with the Center for Instructional Design & Educational Technology (CIE), Center for Faculty Excellence (CFE), and the Educational Technology Advisory Committee (ETAC), with the support of the Provost and the Senior Vice President for Strategic Services & Initiatives & Chief Information Officer. These guidelines may require updates and should be viewed as adaptable rather than fixed.

### *Alignment Criteria*

Before activating or integrating any AI features or tools in Canvas, IT&A will evaluate the tool for alignment with the Ithaca College Guiding Principles on AI as outlined on the [Presidential Working Group on AI](#) webpage. Evaluation will include data privacy compliance, pedagogical appropriateness, environmental responsibility, and confirmation that data is not used for AI model training. Additionally, tools and features will be reviewed to ensure they are not in violation of the current master service agreement between Ithaca College and Instructure. Tools or features that are not aligned with these criteria will not be available to the campus community.

### *Faculty Choice, Student Voice*

We believe in human-centered learning; therefore, AI tools and features should only be enabled if they enhance the faculty-student relationship and supplement day-to-day administrative tasks of teaching. These tools should not be used to replace the faculty member's judgment or human functions of teaching. The use of approved AI features in Canvas is at the discretion of each faculty member. Tools or features found to be aligned with the previously stated criteria will be made available to faculty but will default to "off", allowing faculty to activate them at their discretion at the individual course level.

When possible, new AI features in Canvas will be piloted with volunteer faculty before campus-wide availability, and IT&A will maintain documentation of all approval decisions. IT&A aims to make tools and features available in Canvas that support building AI literacy and competencies in a critical and ethical way, including understanding the impact of AI on teaching and learning.

It is recommended that faculty are transparent with students about their use of artificial intelligence tools and inform students if they are using approved AI features in Canvas. Students are responsible for adhering to the AI policies outlined in their course syllabus and provided by their faculty as well as the [Ithaca College Standards of Academic Conduct 7.1.4](#) as outlined in the Student Handbook.

### *Adhering to IC's Technology Policy*

To protect the security of the Canvas environment, as outlined in the [Ithaca College Technology Use Policy 2.10.1](#), user credentials for Canvas (IC Netpass) may only be shared with individuals designated by the College. Users may not share login credentials with services such as agentic AI systems or browser add-ons. A "Canvas personal access token" is a user credential that should be treated like a password and may not be shared. Users are responsible for all actions performed in Canvas using their credentials. Any violations will be addressed according to the technology use policy referenced above.

IT&A will monitor active features, usage patterns, and data handling practices to ensure ongoing compliance with FERPA and institutional standards. IT&A has confirmed that IgniteAI interactions remain within the college's Canvas environment, and user data is not used to train external models. Any AI tool or feature that raises compliance concerns, will be disabled. Faculty should also be aware that institutional support for AI features will be evaluated periodically based on vendor pricing, usage, and institutional needs.

### Learn More:

- Ithaca College's Knowledge Base articles on [IgniteAI in Canvas](#).
- Instructure's [Community on IgniteAI](#).
- Instructure's Terms & Conditions [AI Supplement](#) document.
- Follow the CFE and CIE on [IC Engage](#) for webinars & workshops on various AI features in Canvas.
- Schedule a 1:1 consultation with a CIE team member through the [CIE Bookings page](#).
- AI Digital Literacy Initiative and Programming information can be found on the CIE webpage dedicated to [AI's Role in Teaching](#).