Purpose

The purpose of this procedure is to outline the definition, implementation, and use of artificial intelligence (AI) technologies to enhance operational efficiency and institutional effectiveness. Florida State College at Jacksonville (FSCJ/College) recognizes the growing role of AI in education, research, and administration; however, its use must align with academic integrity, ethical responsibility, and intellectual property standards and regulations.

Artificial Intelligence (AI) refers to computer systems, software, and algorithms capable of performing tasks that typically require human intelligence, such as problem-solving, data analysis, natural language processing, decision-making, and content generation. AI tools may include, but are not limited to, machine learning models, generative AI, chatbots, automated writing assistants, and image or code generation technologies Generative AI is a type of AI that can create new content, like text, images, music, or videos, based on patterns learned from vast datasets, rather than just analyzing existing data.

Procedure

A. Faculty and staff are encouraged to explore how to use AI tools to enhance workplace productivity and are responsible for ensuring that their use of AI aligns with institutional policies.

B. AI must be used responsibly and should not compromise security, privacy, or ethical standards.

   1. Publicly available generative AI tools, such as those provided by OpenAI, Google, and Microsoft, use publicly available data and interactions with the tool to train further iterations of their models. AI must be used responsibly and should not compromise security, privacy, or ethical standards Florida Information Protection Act (FIPA), Family Educational Rights and Privacy Act (FERPA)**,** Health Insurance Portability and Accountability Act (HIPAA), and Children's Online Privacy Protection Rule (COPPA). Additionally, international laws such as the European Union's General Data Protection Regulation (GDPR).

   2. Employees will ensure that AI implementations do not discriminate against any individual or group, particularly in sensitive areas such as recruitment, evaluation, and student support services.

C. AI should not be used to fabricate information, mislead others, engage in plagiarism, or circumvent academic requirements.

D. The College officially endorses only Microsoft Copilot as its sanctioned generative AI tool along with AI features included in IT supported software. While exploration of AI technologies is welcomed, faculty and staff should exercise caution when using third-party AI solutions.

E. Faculty and staff must understand the risks associated and possible security concerns with inputting data, qualitative and quantitative, in AI tools and adhere to the following when using AI tools:

1. Do not input personal, confidential, or sensitive institutional data into AI platforms without proper authorization.

   a. Personal, confidential, or sensitive institutional data include, but not be limited to social security numbers, health records, financial aid data, student records and employment records. Do not input personal, confidential, or sensitive institutional data into AI platforms without proper authorization.

2. Ensure compliance with applicable privacy and security policies when handling institutional data.

F. AI-generated content must comply with applicable copyright and intellectual property laws, including fair use principles. Users should ensure that AI tools do not infringe upon proprietary content or violate the rights of content creators.

G. When AI tools contribute to academic or professional work, users must disclose their use and provide appropriate attribution when required. This includes acknowledging AI-generated content in research papers, presentations, or assignments, as per citation guidelines set by the College or relevant academic disciplines. Faculty and staff need to be aware that:

1. In many cases, submitting AI-generated work as your own, without proper acknowledgment, could be considered academic misconduct, plagiarism, or misuse of AI-generated content, which may lead to disciplinary action. For students, violations of this policy will be subject to the College's academic integrity procedures.

   a. This excludes writing assistants for the purposes of informal email communication, advertising copy generation, and other forms of non-academic communication.

2. Students, faculty, and staff should follow institutional and external (e.g., APA, MLA, etc.) guidelines on AI usage and citations to avoid violations.

3. Work submitted for academic credit must primarily reflect the student's own understanding, analysis, and effort.

4. AI-generated content should supplement, not replace, original thought.

5. Faculty and staff are responsible for guiding appropriate AI use within their courses and professional duties.

H. Faculty and staff who use generative AI for College-related work must validate the outputs of generative AI and incorporate processes for fact-checking and review of outputs.

I. For those using generative AI in virtual meetings:

1. All transcriptions and meeting summaries, including those generated by AI, may be subject to public records requests.

2. The settings of AI tools must be set to prevent the models from learning from meeting content.

3. The data should not be shared with developers or third parties without proper authorization from a member of the Executive Leadership Team.

4. Prior to the use of AI transcriptions and meeting summaries, meeting hosts should inform meeting attendees of their potential use. Attendees can object to its use and/or be provided more information about its use.

5. Avoid using AI tools for transcribing meetings involving sensitive of restricted data.

J. The College does not assume liability for any risks associated with employees' independent use of non-approved AI technologies.

REFERENCES: Florida Information Protection Act (FIPA), Family Educational Rights and Privacy Act (FERPA)**,** Health Insurance Portability and Accountability Act (HIPAA), Children's Online Privacy Protection Rule (COPPA), General Data Protection Regulation (GDPR), F.S. 1001.64, 1001.65

Adopted Date: June 18, 2025