

6Hx19-1.46 ARTIFICIAL INTELLIGENCE

This Policy establishes guidelines for the ethical, secure, and use of Artificial Intelligence (AI) technologies within Pasco-Hernando State College (College). It ensures responsible use of AI applications to support institutional goals while safeguarding privacy, legal compliance, and academic integrity.

This Policy applies to all staff, students, contractors, third-party vendors, and AI-driven systems used within the institution. It covers all AI application generated formats, including text, images, audio, and video.

AI Governance and Compliance

The College shall provide oversight of AI use across the College, including risk management and compliance with applicable laws, regulations, and industry standards. The College shall maintain an inventory of AI systems, including models licensed directly or embedded within other technologies, which document each system's purpose, data sources, decision-making processes, and intended use cases. Before deployment, any AI system that may affect college functions must be reviewed and approved through an established governance process, with authorization limited to designated roles based on the system's approved purpose and use.

Data Security and Privacy

AI models and related data practices must adhere to applicable data protection standards to safeguard the confidentiality, integrity, and availability of sensitive information. The College shall implement appropriate access controls and encryption for data processed or generated through AI systems and shall use data anonymization and minimal data-retention practices when applicable. All AI use must comply with relevant customer, student, employee, and other privacy requirements, including the Family Educational Rights and Privacy Act (FERPA), the Health Insurance Portability and Accountability Act (HIPAA), and the Gramm-Leach-Bliley Act (GLBA), as applicable.

Ethical AI Use

AI systems used in matters affecting students, employees, or College infrastructure must operate in a manner that is transparent and reasonably explainable. AI may support, but may not replace, human oversight, critical thinking, decision-making, or academic integrity. The College shall implement appropriate bias-mitigation practices to promote fairness in AI-assisted decisions, and AI may not be used for deceptive, discriminatory, or harmful purposes. Human supervision and cross-checking are required to verify the accuracy and appropriateness of AI-generated information or recommendations. The use of confidential or otherwise sensitive data with AI tools is prohibited unless expressly authorized through an approved institutional process.

Third-Party AI Solutions

The College shall maintain an inventory of vendor-provided AI capabilities and assess them based on their level of risk, with appropriate monitoring and management throughout the vendor relationship. The use of vendor AI technology must be reviewed and approved before

implementation. Vendors providing AI-enabled solutions must comply with the College's applicable security, privacy, and compliance standards. Agreements for AI services shall include provisions addressing data security, model transparency, compliance audit rights, ongoing data-protection obligations, and requirements for the secure transition, return, or disposal of data upon vendor offboarding.

Continuous Improvement and Review

The College's AI policies and practices shall be reviewed at least annually and updated as needed to address emerging risks, changes in applicable laws and regulations, and evolving technology. Incident reports, audit findings, and lessons learned from AI-related issues shall be considered as part of this review process and used to inform policy revisions, training, and other appropriate safeguards.

Enforcement and Accountability

Violations of this AI Policy may result in disciplinary action, up to and including termination of employment, in accordance with applicable College policies, procedures, and employment requirements. The College shall be responsible for monitoring compliance with this Policy, coordinating enforcement efforts as appropriate, and addressing potential violations through the applicable administrative or disciplinary processes.

Rule Initially Adopted: 7/21/2026

Revision Dates: 7/21/2026

General Authority: FS: 1001.64, 1004.055, 119, 1002.22

Other References: FS: 1001.64(1)(2)(4)(a)(18)(43)(44)(45), FAC 6A-14.047