6Hx19-1.46 ARTIFICIAL INTELLIGENCE

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

Definitions

For purposes of this Policy:

“Artificial intelligence” or “AI” means a machine-based system that can, for a given set of human-defined objectives, make predictions, recommendations, or decisions influencing real or virtual environments.

“Artificial intelligence instructional tool” means a software application or service that uses artificial intelligence, including machine learning, which is made available to a student by the College or an approved contracted service for educational purposes, including instruction, tutoring, practice, feedback, or completing faculty-directed assignments, and that is not designed, marketed, or configured to:

1. Meet a student’s social needs;
2. Simulate friendship, companionship, or an emotional relationship with a student; or
3. Employ relationship-building or anthropomorphic design features for the purpose of encouraging a student to continue interacting with the system.

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. AI use shall comply with applicable state and federal laws and regulations, including, but not limited to, the Family Educational Rights and Privacy Act (FERPA), the Copyright Act of 1976, and laws and regulations applicable to privacy and intellectual property.

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.

The College shall establish and maintain processes for identifying approved AI instructional tools and approved AI business tools, including the approved uses of such tools. AI instructional tools and business tools shall be used only in accordance with applicable College policies, procedures, and approved uses.

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. as well as applicable copyright and intellectual property requirements.

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.

Academic Integrity, Course Assignments, and Grading

The use of artificial intelligence shall be integrated with and subject to the College's policies and procedures governing academic integrity and dishonesty, course assignments, assessments, and grading.

Students are prohibited from using artificial intelligence to work on a graded assignment or assessment for a course or program unless explicitly permitted to do so by the instructor of that course or program.

When an instructor permits the use of artificial intelligence for a graded assignment or assessment, students must comply with the instructor's requirements and all applicable College academic integrity policies and procedures.

Unauthorized use of artificial intelligence in connection with a graded assignment or assessment may constitute academic dishonesty and shall be addressed through applicable College academic integrity and student conduct policies and procedures.

Artificial Intelligence Instructional Tools and Enrolled Minors

The College shall notify the parent or legal guardian of an enrolled student who is a minor if the student will directly use an artificial intelligence instructional tool in the student's course or program.

The President or designee shall establish procedures for providing and documenting such notification consistent with applicable State Board of Education requirements.

Artificial Intelligence Literacy

The College shall establish or approve an artificial intelligence literacy definition or framework to assist students in understanding what AI literacy means for their education and career and how they may proactively build AI-related knowledge and skills.

The College's AI literacy framework may include, but is not limited to, understanding the capabilities and limitations of artificial intelligence; responsible and ethical use; evaluating the accuracy and reliability of AI-generated information; protecting privacy and intellectual property; and developing appropriate AI skills for educational and workforce environments.

In establishing its AI literacy framework and related practices, the College may consult the United States Department of Labor's Artificial Intelligence Literacy Framework contained in Training and Employment Notice 07-25, as incorporated by reference in Rule 6A-14.0719, Florida Administrative Code.

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.

Artificial intelligence instructional tools provided through contracted services must also comply with the requirements of this Policy and applicable College procedures governing approved instructional tools and their uses.

Implementation and Institutional Documents

The College shall ensure that the requirements of this Policy are appropriately incorporated and reflected in applicable manuals, handbooks, forms, procedures, guidance, and other institutional documents for students, employees, contractors, and guests.

The President or designee is authorized to develop and maintain procedures necessary to implement this Policy, including procedures addressing approved AI instructional and business tools, approved uses, academic integrity, parental notification, AI literacy, privacy, security, and institutional compliance.

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. The annual review shall include consideration of the College's approved AI instructional and business tools, approved uses, AI literacy practices, and compliance with applicable State Board of Education requirements.

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. Student violations may result in academic or disciplinary action in accordance with applicable College academic integrity, student conduct, and other policies and procedures. 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: 7/21/26

Revision Dates: 7/21/26, 11/20/26

Legal Authority:

General Authority:	FS: 1001.64, 1004.055, 119, 1002.22,1001.02(1), (6); FAC 6A-14.0719
Other References:	FS: 1001.64(1)(2)(4)(a)(18)(43)(44)(45)**;** 1001.64(4), (8)(f),(33); Family Educational Rights and Privacy Act of 1974; Copyright Act of 1976; U.S. Department of Labor Training and Employment Notice 07-25; FAC 6A-14.047**,** 6A-14.0719, 6A-10.0822
Law Implemented:	FS: 1001.64(1)(2)(4)(a)(18)(43)(44)(45)**;** 1001.64(4),(8)(f), (33); FAC 6A-10.0822