College Operating Procedures (COP)	FLORIDA SOUTHWESTERN STATE COLLEGE

Procedure Title: Artificial Intelligence (AI) Acceptable Use
Procedure Number: 02-0410
Originating Department: Information Technology

<u>Specific Authority</u>:
Board Policy   6Hx6:2.09
Florida Statute   1001.64, 1001.65, 501.171
Florida Administrative Code

Procedure Actions: Adopted: 11/7/2025

Purpose Statement: Florida SouthWestern State College (FSW) recognizes the significant potential of Artificial Intelligence (AI) technologies to enhance teaching, learning, research, promote innovation, and administrative functions. This procedure establishes the appropriate and responsible use of AI at FSW to ensure that they are employed ethically, securely, and effectively to support the College while respecting privacy, confidentiality, and legal standards.

Scope:

The scope of this Procedure includes, but is not limited to, all students, employees, student assistants, interns, work study employees, contributed service/volunteers, contractors, consultants, and visitors who engage with AI technologies on behalf of the College, whether within academic or administrative settings.

Definitions:

AI Systems - Artificial Intelligence Systems refer to computer systems or programs designed to perform tasks that would typically require human intelligence. These systems are designed to process data, learn from experience, adapt to new inputs, and perform tasks autonomously or semi-autonomously.

Generative AI - Generative Artificial Intelligence Systems create new content, such as text, images, audio, and code by learning patterns from existing data. It generates output in response to prompts from users.

Sensitive Information - Sensitive information is data that, if exposed or misused, could lead to harm, or financial and legal consequences for an individual or college. This includes personally identifiable information (PII) like Social Security numbers, financial details, and health records, as well as college-related information such as FERPA-protected information like student educational records.

Guidelines:

All use of Artificial Intelligence (AI) Systems at Florida SouthWestern State College (FSW) will abide by the following:

A. The College shall uphold the privacy and security of data used in AI-driven transactions in compliance with Florida Statutes and other applicable data protection laws. This includes, but not limited to, implementing robust data protection measures, maintaining data confidentiality, and obtaining consent for data collection, processing, and sharing activities as proscribed in FSW's Information Security BOT Policy (6Hx6:2.09).

B. Personal Identifiable Information (PII) of all FSW faculty, staff, students, and third-party contractors shall not be input into Generative AI tools without approved contracts and security measures. All AI systems must undergo a thorough security review by Information Technology where the systems' security stance, data and privacy protection policies, and accessibility will be reviewed. Once reviewed, it will require approval by the Chief Information Officer or their designee before adoption. This includes free AI tools that do not require the typical procurement process.

C. All use of AI Systems by students, faculty, and staff must adhere to principles of fairness, transparency, accountability, and privacy. AI initiatives should advance academic, administrative, and societal missions, promoting student success, research, and efficiency. It is crucial to acknowledge that AI-generated content may exhibit inaccuracies, biases, or be entirely fabricated.

    a. Inputting or uploading data that would not be considered public information or containing sensitive information into an AI system, unless authorized by the college, is prohibited.
    b. College employees who reference, summarize, and/or incorporate ideas from generative AI output, are responsible for its accuracy of information and refrain from plagiarizing existing work or infringing upon the intellectual property rights of others. Reliance on Generative AI output shall only occur after confirmation of accuracy from supplementary sources.
    c. College employees who utilize Generative AI tools for any work-related purpose accept full responsibility for the accuracy, appropriateness, legality, and compliance of the resulting output. The use of AI does not exempt the user from authorship responsibility; users will be held accountable for AI-assisted content as if they were the original creator of the material. This includes ensuring compliance with institutional policies, intellectual property laws, data privacy regulations, and academic or professional integrity standards.
    d. Review our Guidance on AI Guidelines and Best Practices for further guidance on using AI at FSW.

D. This procedure applies to all new and existing AI systems that are procured, developed, or currently in use.

E. Enforcement and Consequences

    a. The Information Technology staff will utilize all available means to enforce this Procedure.
    b. Violation of this Procedure may result in the revocation of access to the College information technology resources and may be subject to other penalties and disciplinary action, including expulsion or dismissal, under applicable College or

Board of Trustees rules, regulations, policies, or collective bargaining agreement. with College Procedure

F. Review and Related Guidance

This Procedure shall be reviewed annually by the Office of Information Technology in collaboration with relevant stakeholders to ensure continued alignment with evolving technologies, regulatory standards, and institutional goals.

The College will provide related guidance and best-practice materials and training to support the responsible and ethical use of Artificial Intelligence (AI) technologies. Such guidance will also be reviewed and updated annually.