

## **HARTNELL COMMUNITY COLLEGE DISTRICT**

### **AP 3775      Artificial Intelligence (AI)**

**Reference:**     Government Code Section 11546.45.5(a)(1)

This procedure establishes clear expectations, safeguards, and governance processes for the responsible use of Artificial Intelligence (AI) and Generative Artificial Intelligence tools within the Hartnell Community College District.

This procedure ensures that the use of AI:

- Supports academic, administrative, and professional activities in alignment with District mission and values
- Protects data privacy, security, and personally identifiable information (PII)
- Upholds academic integrity, ethical standards, and equity
- Complies with District Board Policies, Administrative Procedures, and applicable state and federal laws

This procedure applies to all District students, faculty, staff, and any individuals granted access to District information resources. Use of AI tools is permitted only for responsible, professional, and academic purposes.

The Vice President of Information Technology is responsible for the administration and oversight of this procedure.

### **Process**

#### **1. Governance and Policy Alignment**

- All AI use must comply with BP 3800 and AP 3800 (Personal Data Protection) and BP/AP 3720 (Computer and Network Use).
- AI tools must not replace human judgment in critical or consequential decision-making.
- All AI-generated content used in official or academic work must be reviewed, validated, and fact-checked by a human.

#### **2. Approved Use of AI Tools**

- Only AI applications reviewed and approved by the District's Office of Information Technology Resources may be used for administrative or institutional functions.
- Requests for new AI tools must undergo a formal review for:
  - Security risks
  - Data privacy compliance
  - Legal and regulatory considerations

### 3. Prohibited Uses

Users are strictly prohibited from using AI tools to:

- Create, access, or distribute threatening, obscene, disruptive, discriminatory, or sexually explicit content
- Harass, impersonate, intimidate, or ridicule individuals or groups
- Share or process confidential or protected information, including but not limited to:
  - FERPA-protected student data
  - HIPAA-protected health information
  - Employee personnel, salary, or performance information
  - Intellectual property not publicly available
  - Any District-designated confidential data

### 4. Data Privacy and Security

- Only data designated as publicly available, or approved for public disclosure, may be used with AI tools, please verify with Institutional Research if you have a question on data designation.
- Use of AI must not expose the District to financial risk, legal liability, or compromise information security.
- All users must comply with FERPA, District privacy policies, and applicable state and federal statutes.

### 5. Student Academic Integrity and Instruction

- Instructors retain authority to determine whether and how AI tools may be used in their courses.
- Students must comply with all course-specific AI usage guidelines.
- Unauthorized use of AI tools may constitute academic dishonesty and be subject to disciplinary action under existing academic integrity policies.

### 6. Ethical, Equitable, and Bias-Aware Use

- Users must apply ethical principles when using AI, including:
  - Awareness of AI limitations in accuracy and reliability
  - Mitigation of bias and discriminatory outcomes
  - Respect for intellectual property rights
- AI tools must be used in ways that promote equity, inclusion, and respect for diverse identities.
- Users are responsible for reviewing AI outputs for bias, stereotyping, or harmful assumptions and correcting them as necessary.

### 7. Cultural and Contextual Responsibility

- Users must recognize that AI systems may not accurately reflect cultural, linguistic, or community contexts.
- AI-assisted content must align with the District's commitment to diversity, equity, inclusion, and belonging.

## 8. Training and Support

- The District will provide AI literacy training and resources, including:
  - Ethical and responsible AI use
  - Understanding AI limitations and bias
  - Best practices for academic and professional applications

## 9. Enforcement and Legal Compliance

- Violations of this procedure or related policies may result in:
  - Revocation of access to District information resources
  - Disciplinary action up to and including suspension, termination, or expulsion
  - Civil or criminal legal action, where applicable

Approved by Superintendent/President: \_\_\_\_\_  
See BP/AP 3720 and BP/AP 3800