PROCEDURE

Subject	Artificial Intelligence Use	Number: 2.60.10
Reference (Rule #) 6HX14-2.60		
President's Approval/Date:	Tommy Hegarty 11/4/26	

PURPOSE:

This procedure establishes SCF's College-wide requirements for the responsible use of artificial intelligence to support teaching, learning, student success, workforce preparation, research, and College operations. AI use must protect institutional and personal information, maintain academic integrity, support safe and effective operations, and comply with applicable laws, College policies, procedures, standards, and academic requirements.

AI is a tool to support human learning, judgment, creativity, analysis, and decision-making. Responsibility for decisions, work products, instructional activities, and institutional actions remains with the individuals authorized to perform those functions.

More specific standards, academic guidance, and instructional practices may be established when consistent with this procedure.

SCOPE:

This policy applies to all:

- Students;
- Faculty;
- Staff;
- Administrators;
- Contractors and service providers; and
- Guests use of SCF systems, resources, programs, services, or facilities.

The policy applies to artificial intelligence used for *College-related purposes such as* instructional, academic, administrative, operational, research, communication, and other tasks undertaken by

college employees or directed by college employees for purposes related to the operation of the college.

Definitions (per State Board of Education Rule 6A-14.0719.)

Artificial Intelligence

"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

"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.

An artificial intelligence instructional tool does not include a system 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.

Legal, Privacy, and Information Protection Requirements.

All use of artificial intelligence for *College-related purposes* must comply with applicable federal and state laws and regulations, including requirements related to:

- The Family Educational Rights and Privacy Act (FERPA);
- Copyright;
- Intellectual property;
- Privacy;
- Confidentiality;
- Records management;
- Information security; and
- Protection of personally identifiable and institutional information.

Users may not enter, transmit, upload, disclose, or otherwise provide protected institutional information, personally identifiable information, confidential information, or other restricted data to an AI system unless approved by the College Information Technology Department (IT) for that purpose.

Enrolled Minors

When an enrolled minor will directly use an artificial intelligence instructional tool in a course or program, SCF shall provide notification to the student's parent in accordance with applicable law, State Board of Education requirements, and College procedures.

The College shall establish procedures governing:

- Identification of instructional AI tools subject to notification;
- Responsibility for initiating notification;
- Timing of notification;
- Content of the notice;
- Documentation of notification; and
- Retention of applicable records.

Approved Artificial Intelligence Tools

All AI Platforms used for College-related purposes must be reviewed and approved by Legal, Finance, Academics (if applicable), and the Information Technology Services (ITS) Department via the Technology Procurement Procedure via the Software Request Form prior to integration or data input.

Approval processes shall address, but not be limited to the following:

- Instructional AI tools;
- Administrative and business AI tools;
- Data security and privacy;
- Accessibility;
- Contractual requirements;
- Appropriate institutional uses;
- Integration with College technology;
- Intellectual-property considerations; and
- Applicable legal and regulatory requirements.

The College may identify different approved uses for different AI systems based upon their capabilities, security protections, contractual terms, and intended purposes.

Use of an AI system by an individual does not constitute institutional approval of that system.

The use of AI shall additionally comply with SCF's Acceptable Use Procedure 2.60.05, information-security requirements, Technology Procurement procedure, and other applicable technology procedures.

Implementation

SCF shall ensure that the requirements of this policy are incorporated, as appropriate, into College:

- Procedures;
- Employee manuals and handbooks;
- Student handbooks;
- Academic policies and procedures;
- Course and syllabus guidance;
- Forms;
- Technology and software-review processes;
- Contractor and service-provider requirements; and
- Other documents governing College users and activities.

Academic and Instructional Use

SCF recognizes that appropriate uses of artificial intelligence will differ by academic discipline, course, assignment, learning outcome, and instructional purpose.

Faculty retains responsibility for determining whether and how students may use artificial intelligence in their courses and assignments, subject to College policy.

Graded Assignments and Assessments

Students are prohibited from using artificial intelligence to work on a graded assignment or assessment unless the instructor for the course or program explicitly permits such use.

When AI use is permitted, faculty may establish requirements regarding:

- The type or extent of AI use permitted;
- Documentation or disclosure of AI use;
- Citation or attribution;
- Verification of AI-generated information;
- Submission of prompts or AI-generated materials;
- Reflection on the student's use of AI; and
- Other conditions appropriate to the assignment.

Academic Integrity

Use of artificial intelligence shall be integrated with SCF policies and procedures governing academic integrity, academic dishonesty, assignments, assessment, and grading.

Students remain responsible for work submitted in their name regardless of whether artificial intelligence assisted in its creation.

Academic consequences associated with unauthorized or inappropriate AI use shall be addressed through the College's established academic-integrity and student-conduct processes.

The College recognizes the limitations of relying solely upon automated AI-detection systems when determining whether academic misconduct has occurred.

Faculty Responsibilities

Faculty shall communicate expectations concerning the use of artificial intelligence in their courses within the course syllabus.

Course-level expectations shall be consistent with this policy and other applicable College academic policies and procedures.

Faculty should clearly identify circumstances in which AI use is:

- Permitted;
- Permitted with limitations;
- Required as part of the learning activity; or
- Prohibited.

Faculty remain responsible for evaluating student learning and determining whether student work demonstrates achievement of course learning outcomes.

Student Responsibilities

Students are expected to understand and follow the AI requirements established by the College and their instructors.

Students shall:

- Follow instructor directions regarding AI use;
- Obtain clarification before using AI when permitted use is uncertain;
- Comply with academic-integrity requirements;
- Accurately represent their own work and contributions;
- Follow instructor requirements regarding disclosure or attribution of AI use;
- Evaluate AI-generated information for accuracy and appropriateness; and
- Protect College information and the information of other students.

Unless authorized by the College, students shall not upload into an AI system instructional materials, student submissions, peer discussion posts, assessments, restricted course materials, or other content that they do not have authorization to disclose.

Artificial Intelligence Literacy

SCF recognizes AI literacy as an increasingly important component of education, workforce preparation, and responsible technology use.

For purposes of this policy, AI literacy includes the knowledge and skills necessary to:

- Understand generally how artificial intelligence systems function;
- Recognize the capabilities and limitations of AI systems;
- Evaluate AI-generated information critically;
- Identify potential inaccuracies, bias, and inappropriate outputs;
- Use AI responsibly and ethically;
- Understand privacy, security, copyright, and intellectual-property considerations associated with AI use;
- Determine when AI use is appropriate for a particular task;
- Transparently communicate or document AI use when appropriate; and
- Develop AI-related skills relevant to education, employment, and career development.

SCF shall provide students with appropriate opportunities to develop AI literacy and prepare for responsible use of artificial intelligence in their education and future careers.

The College will use or incorporate elements of the United States Department of Labor AI Literacy Framework when developing educational programs, resources, or institutional practices.

Human Responsibility and Oversight

Artificial intelligence may assist with analysis, recommendations, drafting, communication, research, instruction, and decision support; however, AI does not replace accountability assigned to College employees or officials.

Individuals using AI for College-related purposes remain responsible for:

- Reviewing AI-generated outputs;
- Verifying information when accuracy is material;
- Exercising appropriate professional judgment;
- Identifying errors or inappropriate outputs; and
- Ensuring that final decisions and actions comply with College policy and applicable law.

No employee, student, or other user may represent AI-generated information as verified College information without appropriate review.

Administrative and Business Use

Employees using artificial intelligence shall comply with:

- This policy;
- Acceptable Use Procedure 2.60.05;
- SCF information-security requirements;
- Data-classification requirements;
- Technology Procurement Procedure;
- Records-management requirements; and
- Other applicable College rules and procedures.

College units may establish additional controls governing AI use when warranted by the sensitivity of information, nature of the activity, or associated institutional risk.

Noncompliance

Any employee/contractor found to have violated this procedure may be subject to disciplinary action, up to and including termination of employment. Service providers found to have violated this procedure may be subject to financial penalties, legal action, and including termination of contract.

Any student found to have violated this procedure may be subject to disciplinary action in accordance with the Student Code of Conduct.