IRSC INDIAN RIVER STATE COLLEGE

Book	Policy Manual
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Title	Artificial Intelligence (AI)
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8822 - ARTIFICIAL INTELLIGENCE (AI)

The College recognizes the transformative potential of artificial intelligence (AI), particularly Generative AI, in education and professional environments. In alignment with its mission to prepare students for a rapidly changing workforce and its commitment to innovation and efficiency in its operations, the College embraces the responsible and innovative use of AI technologies in professional workflows and contexts, including the classroom.

Any use of artificial intelligence technology in the College's educational programs or operations must be in accordance with State and Federal law as well as District Board of Trustees policies, including but not limited to the following: 2200 (Employee Standards of Conduct), 2455 (Social Media), 2600 (Intellectual Property Rights), 5200 (Student Code of Conduct), 5110 (Academic Dishonesty), 5520 (Confidentiality), and 5410 (Academic Freedom).

Definitions

Artificial Intelligence (AI)

AI refers to systems or tools capable of performing tasks that typically require human intelligence, including but not limited to decision-making, problem-solving, and language understanding.

Generative AI

A subset of AI that uses large language models (LLMs) and other advanced algorithms to create content, such as text, images, audio, or video, in response to user input.

General Principles

Academic Freedom

The College respects the role of the faculty in determining the relevance and application of AI technologies in their courses and disciplines. The College also acknowledges the necessity of adapting classroom instruction to meet the changing needs of society and the workforce, and it recognizes the emergence and widespread adoption of AI technologies as one such need.

Transparency

Users of AI tools must disclose when and how these tools have been employed in the creation of academic or professional work.

Ethical Use

All members of the IRSC community must use AI technologies in ways consistent with institutional values, privacy standards, FERPA, copyright laws, and the integrity of employees and students.

Faculty Use of AI

Faculty may integrate AI tools into their pedagogy at their discretion and should clearly define the parameters for AI usage in their course syllabi.

When using AI to create instructional materials, assessments, or feedback, faculty should maintain transparency by disclosing the role of AI in these processes.

Faculty shall not input sensitive or proprietary information about students, colleagues, or institutional operations into AI systems that lack safeguards and policies to protect such data from ~~using~~ being used in their training models, and if such sensitive or proprietary information will be entered into an AI system, faculty shall seek the approval of their supervisor before doing so.

Using AI detection software to enforce academic integrity should be done in accordance with the knowledge that this software is not foolproof and that the disruptive nature of AI technologies in higher education can lead to considerable confusion regarding expectations for AI use.   Faculty should use AI-detection ethically and as the starting point of an inquiry into a possible violation of academic integrity rather than as a definitive indication of student dishonesty. Faculty must also disclose the use of this software in course syllabi.

Staff Use of AI

Staff may use AI tools to enhance workflows, such as drafting communications, analyzing data, or developing reports, provided the outputs are verified for accuracy and compliance with institutional policies. The use of AI tools for such purposes should be disclosed when disseminating the output.

Staff shall not enter sensitive information, such as personally identifiable data or confidential institutional documents, into AI systems. If such information must be used in an AI system, staff must seek their supervisor's approval when doing so.

Student Use of AI

Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI tools and they should ask their instructor(s) when they have questions and/or need assistance.

Students may use AI tools for academic purposes only when explicitly permitted by their instructor(s). The use of AI must be properly disclosed and cited in accordance with course-specific or institutional guidelines and not be employed to undermine authentic learning or learning objectives for the course or assignment.

As stated above, students can use AI tools in the College setting if they receive explicit permission/consent from their instructor(s), so long as they use the AI tools in an ethical and responsible manner.

If a student has any questions about whether they are permitted to use AI tools for a specific class assignment, they should ask their instructor(s).

Unauthorized use of AI tools will be considered a form of plagiarism, unauthorized collaboration, or misrepresentation of AI-generated content as original work and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with this policy and Board Policies 5200 and 5210.

Academic Accessibility

AI tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools can help students with hearing impairments understand spoken language (e.g., create transcripts or provide closed-captioning for spoken material).

Enforcement

Violations of this policy will be addressed in accordance with existing IRSC policies on professional conduct and, in the case of (faculty) instructional employees, using the terms of the Collective Bargaining Agreement.

Faculty and staff who use AI tools irresponsibly may be subject to disciplinary action, up to and including termination.

Students who misuse AI tools may face academic penalties and/or charges of academic dishonesty, and they may face disciplinary action up to and including course failure or expulsion.