

Coast Community College District ADMINISTRATIVE PROCEDURE

Chapter 3 General Institution

AP 3903 Safe, Responsible, and Ethical Use of Artificial Intelligence

References:

[California Consumer Privacy Act \(CCPA\)](#);
[Education Code Sections 76240–76246](#);
[California Confidentiality of Medical Information Act](#);
[Family Educational Rights and Privacy Act](#);
[HIPAA Security and Privacy Rules](#);
BP 3050 and AP 3050 Code of Professional Ethics;
BP 3901 and AP 3901 Electronic Information Security;
BP 4030 Academic Freedom;
BP 4902 and AP 4902 Artificial Intelligence in Academics;
BP 5500 and AP 5500 Student Code of Conduct

This Procedure establishes specific guidelines, processes, and responsibilities for implementing Board Policy 3903 on the safe and ethical use of Artificial Intelligence (AI) tools. It ensures compliance with applicable federal and state laws, protects data security, mitigates risks of bias and misinformation, and upholds academic freedom and professional integrity. This Procedure applies to all District employees and students.

1. Safeguarding Privacy and Data Security

1.1 Prohibited Data Types

Users must not enter sensitive or restricted data into AI tools. Prohibited data types include, but are not limited to:

- Personally Identifiable Information (“PII”) such as defined by the California Consumer Privacy Act (“CCPA”) and the Family Educational Rights and Privacy Act (“FERPA”).
- Protected Health Information (“PHI”) as governed by the Health Insurance Portability and Accountability Act (“HIPAA”).
- Financial information, proprietary business information, and confidential District data.

1.2 Secure Use of AI Tools

- Public AI tools (e.g., ChatGPT, Google Gemini) may be used only for non-sensitive, general-purposes.
- District-approved AI tools with integrated security and compliance features may be used for District and College operations.

1.3 Training and Awareness

- Faculty will have oversight and purview on faculty AI educational and training materials.
- District IT will develop and distribute guidelines on recognizing restricted data and securely using AI tools.
- Students and employees will have access to educational materials on AI tools and compliance, and on ethical use of AI.

2. Mitigating Misinformation

2.1 Verification of AI Outputs

- Users are encouraged to validate AI-generated outputs against credible sources before using them in:
 - Coursework, research, publications, or presentations.
 - Official District or College communications or documentation.

3. Addressing Bias in AI Output

3.1 Reviewing AI Content for Bias

- Users are encouraged to critically review AI-generated content for bias, stereotypes, or discriminatory language before use.
- Employees and students will have access to training resources on identifying and mitigating AI bias.

3.2 District-wide Collaboration

- The Colleges and the District Office will collaborate to create consistent AI guidelines and share best practices.

4. Upholding Copyright and Academic Integrity

4.1 Copyright and Fair Use

- Users are encouraged to review AI-generated content for copyright compliance and to ensure that they do not infringe upon intellectual property rights.

4.2 Avoiding Plagiarism and Academic Misconduct

- The Board Policies and Administrative Procedures pertaining to plagiarism and academic misconduct apply to AI-generated content, and students and faculty must ensure that all submissions, including AI-assisted work, are original or appropriately and properly cited to the best of their ability.

5. Compliance and Institutional Support

5.1 Promoting Compliance through Education

- The Colleges and the District Office will develop training programs, resources, and guidelines for AI compliance.

- Employees and students will be encouraged to participate in workshops, webinars, and educational sessions on the ethical and responsible use of AI tools.

5.2 Addressing Non-Compliance

- Non-compliance will focus on education and corrective action rather than punitive measures.
 - Employees who inadvertently misuse AI tools will receive guidance or coaching to ensure compliance.
 - Students may be referred to the Dean of Students or Dean of Enrollment Services for appropriate recommendations per BP 5500 and AP 5500 Student Code of Conduct.
- Persistent violations will be addressed through existing Board Policies and Administrative Procedures.

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