

Coast Community College District
BOARD POLICY
Chapter 3
General Institution

BP 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

The Chancellor shall establish procedures to guide the safe and ethical use of Artificial Intelligence (“AI”) tools, including generative AI, AI agents, meeting assistants, and writing aids, in compliance with applicable federal and state data privacy laws. These procedures mitigate bias, increase the protection of sensitive information, and support intellectual property rights. These procedures also are designed to foster innovation while maintaining transparency, accountability, and responsible AI adoption that serves the best interests of students and employees.

Employees and students shall not use sensitive and restricted data such as is described in the Family Educational Rights and Privacy Act (“FERPA”), the Health Insurance Portability and Accountability Act (“HIPAA”), the Payment Card Industry (“PCI”) requirements, and the Gramm-Leach-Bliley Act (“GLBA”) in any AI platform.

Adopted June 17, 2026