Santa Fe College
Rules Manual

Rule 2.19

Title: Artificial Intelligence Use

General Authority: F.S. §1001.64

Law Implemented: F.S. §1001.64; F.A.C. 6A-14.0719

Effective Date: November 18, 2026

Purpose: To establish the College's policy for the use and limitations of use of artificial intelligence (A.I.) tools in College instruction and operations, for the purpose of supporting educational quality, academic integrity, efficient operations, and a safe learning environment.

I. Definitions

For the purpose of this Rule, the following terms have the following meanings:

Artificial Intelligence (*A.I.)* 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 (*A.I. Instructional Tool)* means a software application or service that uses artificial intelligence, including machine learning, which is made available to a student by Santa Fe College or a College approved contracted service for educational purposes, including instruction, tutoring, practice, feedback, or completing faculty-directed assignments, and that is not 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.

Artificial Intelligence Business Tool (*A.I. Business Tool)* means a software application or service that uses artificial intelligence which is made available to the College community either by the College or as contracted or purchased good or service for business or operational purposes of the College.

A.I. Literacy means the ability to understand A.I.'s capabilities and limits; use appropriate tools effectively, ethically, and securely; evaluate outputs for accuracy, bias, and relevance; respect privacy, copyright, academic integrity, and disclosure requirements; and exercise independent judgment about A.I. in education and work.

Enrolled Minor means a student enrolled at Santa Fe College who is under the age of eighteen (18) years old. Enrollment does not include participation of a minor solely in community or child care services, recreation or leisure programs, instructional camps, and continuing education programs.

Guest is a person who has chosen to participate in community or child care services, recreation or leisure programs, instructional camps, and continuing education programs offered or organized by Santa Fe College for which participation does not result in credit or articulated credit, and which do not train for a specific occupation.

Student is a person currently enrolled in or taking courses, both credit and non-credit, from Santa Fe College, both full and part-time. A student of Santa Fe College Academy for Science and Technology is exempt from this Rule, except for during times when an Academy student is doing coursework through dual enrollment.

II. Scope

This Rule applies to Students and to all College employees, faculty, staff, administrators, contingent workers, volunteers, and Guests (collectively, known as the "College Community") when A.I. is used in connection with a College course, program, service, operation, business activity, or College-provided resource. Contractors, consultants, professionals, and vendors when acting on behalf of the College will comply with this Rule and/or the A.I. requirements set forth in the contract for goods or services, as applicable.

III. Compliance, Data Protection, and Human Accountability

A. A.I. use by members of the College Community shall comply with applicable state and federal laws and regulations, including but not limited to the Family Educational Rights and Privacy Act (FERPA) of 1974, the Copyright Act of 1976 and other applicable laws relating to intellectual property, as well as applicable Santa Fe College Rules.

B. Institutional data used with A.I. shall be handled according to College requirements for data classification, access, security, records, and vendor review. Confidential or restricted information shall not be submitted to an A.I. Instructional Tool or an A.I. Business Tool unless the College has approved that tool and its use for the information and has established appropriate safeguards.

C. A responsible person shall review A.I.-assisted work before it is used for official College communications, instruction, services, or decisions. Faculty, staff, and administrators remain accountable for final content and decisions affecting Students, employees, or the public.

IV. Approved Tools and Uses

A. The College shall approve A.I. Instructional Tools and uses before providing them for student instruction. The College shall not approve an A.I. Instructional Tool designed, marketed, or configured to meet a student's social needs, simulate companionship or an emotional

relationship, or use relationship-building features to encourage continued interaction.

B. The College shall approve A.I. Business Tools and uses before or using them for official College business involving nonpublic institutional data.

C. Each approval shall identify the tool, its approved instructional or business uses, eligible users, and conditions on data, access, or use. Users shall follow those limits.

D. Before approval of a material change in institutional use, the College shall assess the proposed A.I. tool and use for educational or operational purpose, privacy and security, accessibility, accuracy, copyright and intellectual property, vendor handling of College information, and the need for human review. The President shall designate the offices responsible for this assessment and may suspend an approval when necessary to protect the College community or information.

E. The College shall maintain an accessible, current register of approved A.I. Instructional Tools and A.I. Business Tools and their approved uses. The register and related instructions shall be available to members of the College Community before use.

V. Academic Integrity, Assignments, and Grading

A. Faculty shall communicate permitted A.I. use and applicable acknowledgment, citation, or documentation requirements in course or assignment instructions. Student use shall comply with the Student Conduct Code, Rule 7.23, and applicable assignment and assessment requirements.

B. Faculty remain responsible for grading and academic judgments. A.I. shall not be the sole basis for grading, evaluating student learning, or determining academic misconduct.

VI. Parent Notification for Enrolled Minors

A. If an Enrolled Minor will be directly using an A.I. Instructional Tool in their course or program with Santa Fe College, the College must notify the parent before the direct use by the Enrolled Minor of such tool. The notice must identify the A.I. Instructional Tool and explain how the tool will be used in the course or program.

B. The College will establish and maintain a process to identify affected Enrolled Minors and courses or programs, assign responsibility for notice, document that notice, and protect education records in accordance with applicable law.

VII. A.I. Literacy

The College will explain A.I. Literacy to Students and provide accessible ways to build these skills proactively. The College shall maintain student-facing guidance and learning opportunities relating A.I. use to coursework, career preparation, and discipline-specific practice.

VIII. Enforcement

Students and College faculty, and staff found in violation of this Rule, or any procedures implementing this Rule, may be subject to institutional disciplinary or administrative action as stated in the Student Conduct Code and/or per policies governing employees.

IX. Procedures Authorized

The President is directed to establish procedures in furtherance of this Rule. Such procedures must: (1) direct approval and periodic review of A.I. tools and uses, data and vendor controls, course guidance, parent notices, and AI literacy resources and (2) designate responsible divisions, and (3) coordinate with academic and shared governance bodies. The College will reflect policies regarding use of A.I. in appropriate manuals, handbooks, forms, and other documents for students, employees, contractors, and Guests, as applicable.

Rule History
November 2026 (410.683)