

Policy Manual



Title: Acceptable Use of Artificial Intelligence	Number: 6Hx2-8.09
Legal Authority: Fla. Stat. §1001.64, F.S.	Page: Page 1 of 4

GENERAL STATEMENT

Developments in Artificial Intelligence (AI), particularly with respect to Generative AI, have the potential to transform many aspects of higher education. Consistent with the mission of Broward College (College) to educate and prepare students for the future, it is essential for the institution to acknowledge the ways that AI can enhance teaching, learning, research and administrative functions; however, it is also essential to set clear guidelines for the ethical, responsible, transparent, non-discriminatory and appropriate usage of AI. The purpose of this policy is to establish the acceptable use of AI at the College for students, faculty, and staff and to ensure compliance with Florida Statutes and other applicable privacy and data protection laws.

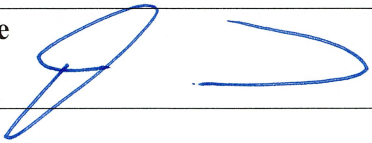
THE POLICY and THE STUDENT and THE FACULTY

Student responsibilities are as follows:

1. College students are expected to abide by the Student Code of Conduct (Policy 6Hx2-5.02), including maintaining Academic Honesty (Policy 6Hx2-4.19). AI may not be used to replace or misrepresent the student's own coursework, and AI-generated output may only be used in accordance with the Copyright Procedure for Students (Procedure A6Hx2-8.05B) and with proper citation.
2. While potential uses of AI may include brainstorming, researching, outlining, drafting, or editing, such uses may not be permitted in all courses. For each course, it is the responsibility of the student to review and abide by the instructor's expectations regarding the use of AI as communicated in the course syllabus.
3. If a student participates in a course that discloses in the syllabus the use of College-approved AI detection tools to determine if a student has used AI in violation of the academic honesty policy, the student thereby gives permission for their work to be screened by such tools.
4. Submitting works of others into AI tools without their consent may be prohibited and could result in a violation of their intellectual property rights. This includes work of fellow students, College faculty, and owners of copyrighted works.

Faculty responsibilities are as follows:

5. Faculty are entitled to full freedom in determining whether they will permit the use of AI by students in a course and to what extent. The faculty member's expectations regarding the use of AI in a course must be included in the course syllabus required by the Grades and Grade Appeals Policy (Policy 6Hx2-4.19).
6. Faculty may utilize AI detection tools that are approved by the College to determine if a student has used AI in violation of the academic honesty policy stated in the course syllabus. The faculty member must disclose in the course syllabus if these detection tools will be used.
7. Faculty should acknowledge and give proper attribution if they use AI tools to create course content.

History: Issued October 28, 2025			
Approved by the Board of Trustees	Date: 10/28/2025	President's Signature 	Date: 10/28/2025

Policy Manual



Title: Acceptable Use of Artificial Intelligence	Number: 6Hx2-8.09
Legal Authority: Fla. Stat. §1001.64, F.S.	Page: Page 2 of 4

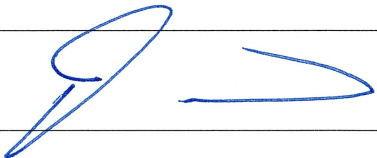
THE POLICY and THE FACULTY and STAFF

All faculty and staff will abide by the following:

1. Only AI tools that are approved and provided by the College are allowed to be used for College purposes. A list of approved, licensed AI tools is available at <https://www.broward.edu/ai/glossary.html>. The College does not assume liability for any risks associated with employees' independent use of non-approved technologies.
2. Faculty or staff who would like to use an AI tool that is not on the College's approved software list may request access to the AI tool by submitting a service request through the IT Helpdesk portal. If the request is approved by the Chief Information Officer or designee, the AI tool will be added to the approved list and provisioned.
3. The College will support education and awareness about AI for employees, including providing professional development opportunities for faculty and staff to learn about ways to thoughtfully and ethically engage with AI in their duties.
4. The use of AI tools for human subjects research at Broward College must be disclosed to the Institutional Review Board (IRB) as part of an individual's request for approval in order to assess any potential risks and ensure compliance with this policy.
5. If an employee uses AI to create a presentation, publication, or other work, they must give proper attribution and ensure they have any required copyright clearances. Additionally, College employees are expected to verify the accuracy of any information derived from AI tools. Employees should also be aware of the potential that certain AI tools may create, and pass onto the user, liability for intellectual property infringement. Simply because an AI tool offers the use of intellectual property does not mean that the work can be used by others without permission from the owner.
6. Submitting student or faculty work into AI tools without their consent is prohibited and could result in a violation of their intellectual property rights. (For work created by faculty, see the *Collective Bargaining Agreement between the Board of Trustees of Broward College and the United Faculty of Florida Broward College Chapter*, Section 2.60: Proprietary Rights).

PRIVACY and DATA PROTECTION

1. Consistent with the College's policy on Information Privacy (Policy 6Hx2-8.02), it is unacceptable to input the following into AI tools unless the AI tool has been reviewed and approved for such use by the Information Technology Department:
 - a. Personal Identifiable Information (PII) or confidential information about prospective students, students, prospective employees, employees, or third parties;
 - b. PII or other information that is (1) owned or held by a third party and (2) that the College has agreed to protect as proprietary or confidential;

History: Issued October 28, 2025			
Approved by the Board of Trustees	Date: 10/28/2025	President's Signature 	Date: 10/28/2025

Policy Manual



Title: Acceptable Use of Artificial Intelligence	Number: 6Hx2-8.09
Legal Authority: <i>Fla. Stat. §1001.64, F.S.</i>	Page: Page 3 of 4

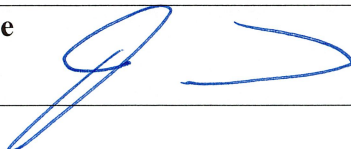
- c. Any data protected by the Family Educational Rights and Privacy Act; or
 - d. Any other proprietary or confidential information of the College.
2. It is unacceptable to use any information referenced in Paragraph 1 of this Section to train Large Language Models (LLMs) unless such use and training is approved by the Information Technology Department.
 3. Employees may not use AI in a manner that may result in discrimination against any individual or group, including the use of AI to make recruitment, admissions, hiring, evaluation, or promotion decisions.
 4. AI tools may not be used to record and summarize meetings or other discussions involving confidential information or sensitive topics. In compliance with Florida Statutes Chapter 934 – Security of Communications and Surveillance, meetings may not generally be recorded without consent from all participants.
 5. The College’s Information Technology Department must review for privacy concerns and regulatory compliance any contracts or agreements involving AI software or service. In particular, employees should not use free AI software or services without approval from the College’s Information Technology Department. These products often require that the user accept the vendor’s terms and conditions, and employees are not authorized to accept those terms and conditions unless officially authorized by the Board of Trustees and President.
 6. Nothing in this policy infringes on the College’s right to use AI tools to monitor network activities consistent with its policy on College Network and Software Usage (Policy 6Hx2-8.01).

IMPLEMENTATION and OVERSIGHT

The Information Technology Department has responsibility for the implementation and oversight of this policy.

VIOLATION OF POLICY

Employees in violation of these established procedures and requirements may be subject to disciplinary action up to and including termination. Students in violation of these established procedures and requirements may be subject to disciplinary action as outlined in the Student Handbook. All individuals in violation may face fines, fees for damages, and/or civil or criminal penalties from Florida or federal courts.

History: <i>Issued October 28, 2025</i>			
Approved by the Board of Trustees	Date: 10/28/2025	President’s Signature 	Date: 10/28/2025

Policy Manual



Title: Acceptable Use of Artificial Intelligence	Number: 6Hx2-8.09
Legal Authority: <i>Fla. Stat. §1001.64, F.S.</i>	Page: Page 4 of 4

DEFINITIONS

Artificial Intelligence or Artificial Intelligence Systems (AI): the simulation of human intelligence in machines that are programmed to think and learn.

AI Detection Tools: software that can determine if content was created by AI or a human.

Acceptable Use: a set of rules or guidelines that define how all members of the College community can use the College's technology resources.

Generative AI: a type of AI that uses deep learning models to create new content based on patterns in existing data; can be trained to learn a variety of subjects, including human and programming languages.

Large Language Model (LLM): an advanced AI system capable of understanding and generating human-like text by leveraging patterns learned from extensive datasets.

Personal Identifiable Information (PII): refers to identifiable information that can be used to distinguish or trace an individual's identity either directly or indirectly through linkages with other information.

History: *Issued October 28, 2025*

**Approved by the
Board of Trustees**

Date:
10/28/2025

President's Signature

A handwritten signature in blue ink, consisting of a stylized, cursive 'S' followed by a horizontal line.

Date:
10/28/2025