



Administrative Regulation
Chapter 3 – General Institution

AR 3775 ACCEPTABLE USE OF GENERATIVE ARTIFICIAL INTELLIGENCE (AI)

Purpose

The Santa Monica Community College District (the “District”) recognizes that Artificial Intelligence (AI), including Generative Artificial Intelligence (GenAI), has the potential to enhance instructional quality, operational efficiency, innovation, and decision-making when used responsibly. This Administrative Regulation establishes a governance and acceptable use framework for the ethical, lawful, secure, and transparent use of AI technologies by District employees and other authorized users.

This regulation is intended to ensure that the use of AI aligns with the District’s mission, values, legal obligations, and commitment to privacy, equity, academic integrity, and public trust. It is designed to support innovation while establishing safeguards prior to the widespread adoption of AI tools within the District.

Scope

This regulation applies to all District employees, contractors, consultants, volunteers, and other individuals granted access to District information resources (“users”) who use AI systems or AI-enabled tools in connection with District work, including instructional, administrative, operational, and research activities.

Student use of AI tools is governed by applicable Board Policies and Administrative Regulations related to academic integrity and student conduct.

Definitions

- **Artificial Intelligence (AI):** Computer systems designed to perform tasks that typically require human intelligence, such as analysis, prediction, decision-making, or pattern recognition.
- **Generative Artificial Intelligence (GenAI):** A subset of AI that generates new content such as text, images, audio, video, or code based on patterns learned from data.
- **AI Tool:** Any software, platform, or service that uses AI or GenAI capabilities, including AI Agents.

- **Sensitive Data:** Information protected by law or District policy, including but not limited to student education records, personally identifiable information (PII), protected health information (PHI), financial data, personnel records, and confidential institutional data.
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Governance and Oversight

1. AI Governance Authority

The Vice President responsible for Information Technology, or designee, shall serve as the executive authority for AI governance and oversight.

1. AI Governance Structure

The District may establish an AI governance body or advisory group consisting of representatives from Information Technology, Academic Affairs, Faculty, Human Resources, Institutional Research, Legal Counsel, and other relevant areas. This body may:

- Review and recommend approved AI tools
- Establish standards, guidelines, and risk assessments
- Monitor compliance with this regulation
- Recommend updates based on legal, technological, and regulatory developments

- **Approval of AI Tools**

Only AI tools reviewed and approved through District governance processes may be used for District business where District data or systems are involved.

Acceptable Use

Authorized users may use approved AI tools to support District-related activities provided that such use:

- Advances instructional, administrative, or operational objectives
 - Complies with applicable laws, regulations, Board Policies, and Administrative Regulations
 - Preserves human oversight and accountability
 - Does not replace professional judgment or decision-making where human review is required
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Prohibited Use

The following uses of AI tools are strictly prohibited:

- Inputting, uploading, or processing sensitive or confidential District data into unapproved AI tools
- Using AI tools to make final decisions related to employment actions, student evaluation, discipline, or legal determinations without required human review

- Misrepresenting AI-generated content as solely human-created where disclosure is required
 - Using AI tools for unlawful, unethical, discriminatory, or harassing purposes
 - Circumventing District security, privacy, or governance controls
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Data Privacy and Security

1. Data Protection

Users shall not input sensitive or confidential District data into AI systems unless explicitly authorized and compliant with FERPA, HIPAA, GLBA, CPRA, and other applicable privacy laws.

2. Security Controls

AI tools must meet District information security standards, including data encryption, access controls, vendor risk assessments, and secure data handling practices.

3. Data Retention and Use

AI vendors must not retain, reuse, or train models on District data unless expressly authorized through contractual agreements.

Transparency and Disclosure

- Users must clearly disclose when AI tools are used to generate content that materially informs decisions, communications, or instructional materials, as appropriate.
- The District shall promote transparency regarding institutional uses of AI that impact students, employees, or the public.

Accessibility and Title II Compliance

- The District shall promote transparency regarding institutional uses of AI that impact student, employees, or the public, as referenced in AR 3720 Computer and Network Use.
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Bias, Fairness, and Ethical Use

1. Equity and Fairness

Users must be aware that AI systems may reflect or amplify bias. Reasonable steps must be taken to identify, mitigate, and document potential bias in AI-assisted outputs.

2. Human Oversight

AI-generated outputs must be reviewed by humans prior to use in decision-making, instructional, or operational contexts.

3. Ethical Principles

The District endorses ethical AI principles that emphasize human accountability, fairness, transparency, and responsible innovation, with due consideration for environmental impacts.

Training and AI Literacy

The District shall promote AI literacy by providing guidance, training, and resources to employees on:

- Appropriate and responsible AI use
- Capabilities and limitations of AI systems
- Data privacy, security, and ethical considerations

Completion of training may be required prior to the use of certain AI tools.

Compliance and Enforcement

Violation of this regulation may result in suspension or revocation of access to AI tools, disciplinary action, and/or legal consequences in accordance with District policies and applicable laws.

References

- Government Code Section 11546.45.5 subdivision (a)(1)
 - AR 3720 Computer and Network Use
 - BP/AP 3775 Use of Generative Artificial Intelligence Tools
 - AR 3775 Artificial Intelligence – CCC League Guideline
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Approved: *(Draft – New Administrative Regulation)*