Northwest Florida State College
AI Acceptable Use Guidelines for Faculty and Students

Introduction

Generative Artificial Intelligence (GenAI) is rapidly reshaping our society in profound ways. As industries increasingly incorporate this technology into their daily operations, schools and colleges must evolve to ensure that students are prepared, not only to enter an AI-optimized workforce, but to engage as informed, digitally literate citizens of the modern world. At Northwest Florida State College (NWFSC), our mission is to prepare today's students for tomorrow's success, and we do that through providing exemplary, relevant programs and educational experiences that meet the workforce demands of our ever-changing economy. Given our mission and vision, we believe that thoughtful integration of emerging technologies like GenAI are critical for our students and faculty.

Purpose

While there are many benefits to GenAI in educational settings, such as personalized learning, enhanced creativity, and increased productivity and efficiency, there are also a number of limitations and concerns that require careful consideration by faculty and students.

This document serves as a guiding framework for students, faculty, and Academic Affairs staff to navigate the appropriate and responsible use of Gen AI in instruction and Academic Affairs operations at the College. Its purpose is to provide clear guidelines and expectations for students, faculty, and Academic Affairs staff on how to use AI responsibly and effectively at Northwest Florida State College, ensuring we harness its benefits while being aware of its limitations and potential risks.

Scope

The guidelines in this document primarily concern Generative AI, as distinct from other forms of artificial intelligence. Examples of GenAI tools include ChatGPT, Claude, Microsoft Copilot, Google Gemini, DALL-E, and Perplexity. The guidelines apply to all students, faculty, and Academic Affairs staff using Generative AI models and applications within the scope of these guidelines.

What is Generative AI?

Generative AI, or GenAI, is a subset of artificial intelligence with the ability to create new content such as text, images, audio, video, and more. GenAI models are "**trained**" on massive amounts of data, primarily from the internet, which allows them to recognize and recreate patterns. In response to a user input, or **prompt**, these models can generate text, images, and other media based on their training data.

Types of Generative AI

Type of GenAI	Description	Examples
Conversational (Chatbots)	Simulate human interactions using natural language, allowing users to engage in text or voice-based conversation with an AI	ChatGPT, Claude, Microsoft Copilot, Google Gemini
Multimedia	Processes, understands, and produces various types of media, including images, video, and audio	DALL-E, Ideogram, Adobe Firefly, Suno, Runway
Generative Search	Produces narrative search results in response to natural language questions and queries	Perplexity, Google AI Overviews
AI Writing Assistants	Use natural language processing to analyze and enhance written content	Grammarly, Microsoft Copilot, Quill, Hemingway Editor

Benefits and Risks of Generative AI

GenAI holds enormous potential for enhancing the educational experience for all stakeholders.

Instructors:
- Enhanced content development: create original lesson plans, instructional materials, and assessments quickly and at scale
- Differentiation: generate text passages at a variety of reading levels, design personalized interventions based on student need, customize instructional content to reflect student interests
- Increase productivity and efficiency: compose emails, newsletters, and other communications quickly, brainstorm solutions to problems of practice, design and manage complex projects quickly and easily

Students:
- Enhanced learning and creativity: use GenAI as a thought partner to spark creative approaches to coursework with teacher permission; create content for multimedia presentations; access to immediate, personalized feedback and review of concepts covered in class

- Increased accessibility: break down assignments into manageable chunks, help organizing thoughts and getting started on assignments, translation, differentiated explanations of content
- Future-ready skills: develop critical thinking skills by analyzing AI-generated outputs, collaborate with GenAI and other students to enhance human originality, understand AI's impact on the world and engage as an informed citizen

Administrators:
- Data analysis: create reports and analyze trends in large amounts of data to develop actionable insights
- Communication: streamline communication tasks like drafting and revising content for emails, websites, reports, and grant applications
- Professional development: design relevant and meaningful professional development for staff based on school-specific issues and trends, brainstorm unique approaches to problems of practice such as scheduling, teacher evaluations, and discipline

However, these benefits must be weighed in balance against the following risks and limitations of GenAI technologies.

- Threats to academic integrity: Academic integrity can be compromised when students use GenAI tools without permission or disclosure, offloading their learning and presenting AI-generated work as their own.
- Data privacy, intellectual property, and security violations: AI systems gather large amounts of data, which is often used to train the model further. Any entry of personally identifiable information (PII) or other proprietary or confidential information into a GenAI model may constitute a privacy violation or a violation of intellectual property rights, and GenAI can be vulnerable to data breaches and leaks.
- Bias: GenAI outputs reflect the biases inherent in the model's training data. Since most models are trained on information from the open internet, significant bias is unavoidable.
- Hallucinations/Misinformation: Generative AI tools will occasionally present false or misleading information as if it were true. This is due to the generative nature of the technology, which prioritizes creativity and task completion over accuracy.
- Misuse: Misuse can occur when users become over-reliant on GenAI tools, undercutting learning and authenticity by offloading valuable learning tasks to AI, as well as simply accepting AI-generated outputs as correct without interrogating them for accuracy. Use of GenAI tools to impersonate, misrepresent, or bully/harass others also constitute misuse.

Guiding Principles

Effective and responsible AI implementation at NWFSC will strive to realize the benefits of GenAI while mitigating the risks and proactively managing concerns. Any decision-making or use of GenAI tools should be anchored in the following guiding principles:

1. Use AI to Support Teaching and Learning: GenAI use will augment and enhance course and program objectives.

2. Protect Student Privacy and Data Security: GenAI use prioritizes student privacy and safety in compliance with all relevant laws and regulations (e.g., FERPA).

3. Respect Intellectual Property Rights: Use GenAI only as consistent with the evolving federal position regarding intellectual property rights in what GenAI tools learn from and produce.

3. Build AI Literacy: Promoting AI literacy for both faculty and students ensures responsible use and critical understanding.

4. Ensure Accessibility: GenAI tools and resources will be implemented accessibly across NWFSC, with consideration for a variety of learning needs.

5. Advance Academic Integrity with AI: GenAI usage will be guided by clear standards that promote authentic learning, discourage plagiarism, and foster intellectual honesty in both students and Instructors.

6. Value Human Creativity and Critical Thinking: While leveraging GenAI's capabilities, NWFSC will prioritize and nurture human originality, creativity, and critical thinking skills in all educational processes.

7. Commit to Regular Review and Evaluation: Policies and practices will be continually assessed to accommodate evolving GenAI technologies and their applications in NWFSC departments and programs.

General Guidelines for All Stakeholders

Safe and effective GenAI implementation requires the effort and involvement of all members of the NWFSC community. The following guidelines apply to all stakeholders, including students, faculty, staff, and administrators:

1. **Use GenAI to enhance learning:** leverage GenAI to support and improve educational experiences, never to offload learning or meaningful engagement with content.
2. **Balance GenAI and human input:** use GenAI to complement and expand your personal skills and knowledge, not to substitute for them.
3. **Maintain data privacy:** use secure, vetted tools whenever possible, and never input personally identifiable information into a GenAI system.
4. **Respect intellectual property rights:** only input into GenAI tools content that user owns and has the right to share on a GenAI system.
5. **Build AI literacy:** take advantage of opportunities to develop your understanding of the capabilities and limitations of GenAI tools in order to more effectively make decisions about their use.
6. **Evaluate GenAI outputs:** generative AI can make mistakes and can also perpetuate biases in its training data. Make sure to review all generated outputs for inaccurate information and bias.
7. **Uphold and model academic integrity:** prioritize your original thoughts and always attribute the nature and extent of AI support in your coursework, lesson plans, or other educational outputs.

Guidelines for Faculty and Staff

Responsible Generative AI Use for Instructors

Instructors are empowered to determine appropriate GenAI use in their classrooms, subject to all relevant federal, state, and institutional regulations. We encourage instructors to explore GenAI tools and use them creatively to enhance their productivity and instruction. However, it's important to note that GenAI should not be used as a replacement for the college's curriculum or the teacher's own expertise. Rather, GenAI should complement and augment the teacher's skills and knowledge, serving as a powerful tool in the educator's toolbox. No GenAI tools may be purchased with NWFSC funds of any kind and used on NWFSC networks without prior approval of Information Technology. NWFSC will support instructors by providing professional development opportunities on responsible GenAI integration.

Responsible uses for Instructors include:
*   **Content Creation and Enhancement:** GenAI can support the development of engaging multimedia content, spark creative ideas for lessons and activities, and assist in differentiating curricula based on student needs.
*   **Communication and Operational Efficiency:** AI-powered tools can help draft emails, create newsletters, and streamline administrative tasks such as scheduling and data analysis, such as

the AI tools already offered through the College's Microsoft Suite or similar tools purchased by the College and offered to employees.

- **Assessment and Feedback:** GenAI can enhance assessment design, provide initial feedback, and assist with formative assessments. However, certified instructors must oversee all graded assessments and ensure alignment with learning standards.
- **Research and Professional Development:** Gen AI can efficiently gather and summarize educational resources and research papers and offer personalized professional development opportunities based on Instructors' interests and career goals.
- **Accessibility and Inclusion:** Gen AI tools can enhance accessibility through real-time captioning, text-to-speech, language translation, and content differentiation.

Student Privacy, Data Security, and Safety

Students' data privacy is of the utmost importance for all NWFSC faculty and staff. Any AI integration must be in compliance with federal and state laws and college policies.

- **Age Restrictions:** Many Gen AI tools have identified age restrictions for use of their platforms (for example, Microsoft Copilot may only be accessed by those aged 18+, while ChatGPT allows use for ages 13-17 with parental consent). All NWFSC stakeholders must abide by these age restrictions when using AI tools. Instructors must be prepared to provide an alternative experience for students that are underage or do not have consent to use the AI tools.
- **Student PII:** Personally identifiable information of students (such as, but not limited to, name, student ID, or student email) must not be included in any material provided to a GenAI tool, unless the College Information Technology explicitly authorizes use of a tool that may be considered a "school official," for the purpose of receiving personally identifiable information of students under federal and Florida law.

Tips for Protecting Student Data Privacy:

- Never enter personally identifiable information in a commercial GenAI tool unless the College has a Data Privacy Agreement or other relevant agreement in place. The easiest way to know whether such an agreement exists is whether Information Technology has approved the tool for use.
- Uploading of student work into approved GenAI tool may only occur with student consent.
- Adhere to age restrictions for GenAI tools
- Explicitly teach basic AI literacy skills before allowing students to independently use AI (see Appendix A for resources)
- Immediately report suspected or confirmed incidents.

○ If you know or suspect that a privacy violation or data breach has occurred, contact the IT Department at 850-729-5396 or support@nwfsc.edu.

If you know or suspect that an academic integrity or code of conduct violation has occurred, visit the Student Dispute Resolution page at nwfsc.edu to file a complaint. The College will not process academic integrity complaints that are solely based upon the use of an AI detector.

Using Generative AI with Students (Best Practices and Recommendations)

GenAI use with students must be carefully designed to align with best instructional practices. Effective implementation requires ensuring that GenAI use is pedagogically sound, enriching student learning rather than offloading it to the technology. Instructors should focus on using GenAI to support critical thinking, metacognition, personalized practice, and providing immediate feedback. This can be done by:

- Incorporating AI literacy into regular instruction
  - Example: Students use a generative search engine like Perplexity to guide their research on a topic under study, then confirm the results using reliable sources
- Providing standalone AI literacy lessons with connections to the course content as a whole
  - Example: Teacher conducts a lesson on identifying bias in AI images before allowing students to create content for in-class presentations
- Using GenAI to develop rigorous, personalized content
  - Example: Instructors use authorized platforms to quickly design a project-based learning unit that can be customized to the unique interests and abilities of a wide range of students while connecting to content standards
- Designing activities and assessments that require both meaningful GenAI use and human contribution
  - Example: Teacher converts a traditional written essay assignment into a class discussion activity, with students using GenAI to summarize their notes on the discussion as part of the final grade
- Ask students to submit their conversations with AI chatbots as a component of their final submission. They can copy and share the link to the conversation.
- Increase use of metacognition and oral presentation skills

Academic Integrity

Instructors are expected to communicate clear expectations about GenAI use to students to proactively avoid academic integrity violations. An example of a standardized GenAI position statement suitable for NWFSC classrooms is provided here: *Students are expected to conduct themselves as responsible members of the College community and to be honest and forthright in their academic endeavors. This includes the use of generative AI tools. Using GenAI in any form to substantially complete an assessment is prohibited, except*

where explicitly allowed by the instructor. In all cases the disclosure of the use of GenAI to complete any part of an assessment is the responsibility of the student.

Best Practices for AI Detection and Academic Integrity

- **Limit Use of AI Detectors:** Avoid using commercial AI detectors as the primary tool for identifying academic dishonesty, as they can produce unreliable results, including false positives and negatives. The College will not move forward with any claim of improper use of AI tools that is based solely upon the use of college approved AI detectors.
- **Cultivate Academic Integrity:** Engage students in open discussions on the ethical use of AI, emphasizing the importance of honesty and personal accountability in their work.
- **Establish Clear Assignment Guidelines:** Provide explicit instructions on acceptable usage for each assignment to set clear expectations for students.
- **Promote Critical Thinking:** Encourage students to develop and showcase original thought processes through critical analysis, which reinforces authentic work and reduces dependence on AI-generated content.
- **Follow Standard Procedures:** If academic dishonesty is suspected, adhere to established college protocols for addressing potential violations as outlined in the *Faculty Handbook*. Faculty members are not permitted to use commercial AI detectors as the sole or primary evidence for an academic integrity violation.

Generative AI and Grading

While GenAI tools can offer valuable assistance in the educational process, the College maintains that all formal grading should be conducted by certified instructors. GenAI can be leveraged to augment feedback and support formative assessments, helping to streamline the grading process and offer students preliminary insights. However, the assigned instructor remains personally responsible for the content, accuracy, and completeness of all forms of feedback and assessments, whether supported by GenAI or not. The final evaluation and assignment of grades for summative assessments and official records must be performed by the assigned instructor. This ensures that grading decisions are made with full consideration of context, individual student needs, and the nuanced understanding that only the assigned, human instructor can provide. Ensuring human instructors are grading assessments safeguards from limitations of GenAI such as bias and inconsistencies in outputs.

Guidelines for Students

Responsible Generative AI Use for Students

Education is about more than just getting good grades, it's about developing skills, knowledge, and deep understanding of content. While GenAI can be a powerful learning tool, it's meant to enhance

learning, not replace human thought and effort. Responsible GenAI use should deepen learning and creativity, not serve as a shortcut to avoid authentic engagement with coursework.

Students Should:
- Obtain permission:
  - Instructors are expected to clearly communicate GenAI policies to students, but when in doubt, carefully review the course syllabus and ask before using a GenAI tool on an assignment. Instructors have the final say on when and how GenAI may be used in the classes and failure to follow the standards set for the specific class may result in consequences reflected through grading, Academic Integrity, or Student Code of Conduct. Students are responsible for reading the Academic Integrity policy and the Student Code of Conduct and ensuring that their use of any GenAI tool does not violate the terms of those policies.
- Ensure data privacy:
  - Protect personal data when interacting with GenAI systems and do not enter personally identifiable information into GenAI systems (for example: name, address, social security number, phone number, email, birth date, PINs, passwords, medical history, education details, family information, etc.).
- Verify GenAI outputs:
  - GenAI systems generate responses based on patterns in their training data, which may be incomplete, biased, or outdated. These systems can magnify social biases, present outdated information, or even confidently state incorrect information. Students are ultimately personally responsible for all material created or submitted as part of coursework at NWFSC.
- Prioritize human originality:
  - Use GenAI as a tool to enhance your own thinking and creativity, not as a replacement for your own ideas and work. Try to build upon or significantly transform the AI-generated content with your own analysis, voice, and insights.
- Maintain transparency:
  - Always disclose GenAI use in your coursework using the preferred method of the teacher making the assignment (e.g., track changes).
- Always have respect for others:
  - Remember to use GenAI technologies in ways that honor the rights and dignity of others, steering clear of behaviors like harassment or bullying.

FAQs

Instructors

Q: Do I have to use GenAI tools?

A: *No, the use of GenAI tools is strictly voluntary.*

Q: How do I request access to a new GenAI tool?

A: *Requests for access to new GenAI tools must be made to the CITL at online@nwfsc.edu. The CITL will work with IT on the necessary approvals which must be granted before any new tool can be purchased.*

Q: What resources are available to support me in implementing GenAI according to college guidelines?

A: *In addition to this set of guidelines, the CITL provides formal and informal training on a variety of AI platforms. The [CITL website](#) is also a quality resource for the use of AI in instruction.*

Q: What GenAI tools are currently purchased and approved by the College for use by faculty members?

A: *The Center for Innovative Teaching and Learning (CITL) has been making great strides in acknowledging AI's impact on education and learning and working with Information Technology to find secure AI tools for College use. You can find a list of approved AI platforms as well as many other useful resources on their website linked here.*

Q: Who do I contact with further questions or concerns?

A: *For more information, questions, or concerns, please contact the CITL at 850-729-6464 or online@nwfsc.edu.*

Conclusion

As we integrate AI into education, every member of the NWFSC community will play a crucial role in harnessing its potential while upholding our educational values. This guidance is designed to help

instructors and students use GenAI to enhance creativity, efficiency, and personalized instruction, while maintaining academic integrity, student privacy, and equitable access. Remember, human originality and creativity remain irreplaceable. As students and faculty work to implement these guidelines, they are encouraged to reflect, adapt, and share experiences. Together, we can create a future where human wisdom and GenAI work in harmony to provide the best possible learning experience for every student.

Note: This is version 1 of a living document that will be reviewed, evaluated, and revised at regular intervals as GenAI technology continues to evolve. Before implementing new GenAI practices in your classroom as a faculty member, check for the latest version of these guidelines.

AI Acknowledgement:

This document was developed with assistance from Claude, an AI language model created by Anthropic, which may have drawn from other sources. Claude was used to provide editorial suggestions and refine content. All AI-generated content has been reviewed, edited, transformed, and finally approved by the human author(s) employed by Northwest Florida State College. The use of AI in this process was intended to enhance efficiency and idea generation while maintaining the integrity and originality of the human-led work.