

AI Use Guidelines for SOCCCD Employees

Protect Privacy * Maintain Integrity * Use Responsibly

Given the rapid rise and transformative potential of Artificial Intelligence (AI) tools, below are important considerations when using these tools. In addition to the existing [Board Policies and Administrative Regulations](#), these are guidelines for AI use. *Note: This information is not legal advice and is not comprehensive.*

DO

- ✓ **Uphold responsible and human-led use of AI work.** Ensure oversight and critical review of all AI-generated content. Employees should apply their expertise to verify that AI outputs are consistent with educational goals and institutional values.
- ✓ **Use AI tools responsibly and in ways that promote fairness and equity,** regularly review outputs for bias, and take steps to prevent discrimination or disparate impact on any group.
- ✓ **Consider ethical implications of using AI in educational contexts,** especially regarding data privacy.
- ✓ **Inform participants when using AI tools to record, transcribe, or summarize meetings.** All parties must consent to a recording unless the communication is not confidential (i.e., a public meeting).
- ✓ **Assume responsibility for AI-generated content** you use, create, distribute, or publish. Review for accuracy, appropriateness, and completeness. This includes checking the factual accuracy of generated text (i.e., meeting transcripts).
- ✓ **Use institutional AI tools to support accessibility and inclusivity** by ensuring all AI-generated content and tools meet relevant laws and policies.
- ✓ **Familiarize yourself with and consider any institutional recommendations related to the use of AI,** including but not limited to suggested guidelines from the district, college, school/division, and/or department.
- ✓ **Regularly engage in AI-related professional development and training.** Stay informed of best practices related to AI, including ethical and legal considerations.

DON'T

- × **Insert personal, proprietary, or confidential information into AI tools** that could violate institutional policies, state or federal privacy laws, including Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA), or expose college and/or district data in public AI platforms. This includes student educational and health records, employee health records and personnel files.
- × **Use AI tools in confidential or sensitive meetings without approval.** (California is a “two-party consent” state, meaning it is illegal to record a private conversation unless all parties consent to the recording, including digital recordings and transcripts).
- × **Assume AI tools are secure or that your data is protected.** Use institutional or vetted tools rather than public or personal AI accounts for work-related activities to ensure data protection.