

POLICY ITEM NO. 8.2.a.

Approval of Amendments to Local Policies concerning: CR (LOCAL), Technology Resources, Artificial Intelligence (Additional updates made as of Dec. 2025 first reading)

To ensure that artificial intelligence (AI) technologies are used in a manner that enhances the mission of the College District while protecting the data, academic integrity and values of the institution, the Chancellor recommends the following revisions to local policy

Effective Date  
Upon Board Approval

LOCAL POLICY

CR – Technology Resources

EXPLANATORY NOTES

Proposed revisions would amend the College District’s policies relating to the use of College District technological resources by adding an AI policy that addresses the following:

- Establishes standards for the responsible ethical and compliant use of AI by College District users;
- Defines AI and related terms;
- Prescribes what qualifies as acceptable and prohibited use of AI;
- Provides disclosure requirements; and
- Establishes standards for data security and privacy, quality assurance, and compliance and oversight.

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Artificial Intelligence

The College District shall establish standards for the responsible, ethical, and compliant use of Artificial Intelligence tools and systems (collectively, "AI") to enhance and uphold the mission and values of the College District.

Applicability

This policy, and any rules and regulations promulgated thereunder, shall apply, subject to all applicable local, state and federal laws and regulations and College District policies, including but not limited to policies related to academic integrity, information security, computer use, anti-discrimination and harassment, to the use of AI for College District-related purposes, including but not limited to academic and instructional purposes, by College District students and employees, as well as any other person or entity conducting business on behalf of or in connection with the College District or using AI on College-District computing resources or facilities.

Definitions

For purposes of this policy, the following terms shall have the meanings prescribed below:

1. **Academic Integrity** means the adherence to ethical standards in teaching, learning, and scholarship. [SEE FLB and DH (LOCAL)]
2. **Artificial Intelligence (AI)**, including but not limited to generative AI (GAI) means any machine-based device, tool or system, whether cloud-based, locally installed, or integrated into existing applications, owned, licensed or used by the College District or on College District computing resources or facilities, that for any explicit or implicit objective infers from the inputs received how to generate outputs, including, but not limited to content (e.g., text, images, or video), decisions, predictions, and/or recommendations that have the ability to influence physical or virtual environments. **For purposes of this policy and other related policies, references to AI shall include GAI.**
3. **Biometric Data** means data generated by automatic measurements of an individuals' biological characteristics, including but not limited to facial recognition data, voice prints, fingerprints, retina or iris scans, gait analysis, and keystroke patterns.
4. **Confidential Information** means information for which access, use, or disclosure is subject to restrictions under contract terms, applicable law, or College District policy. This

includes without limitation student records; personnel records; personal information of College students, parents, alumni, employees, as well as that of contractors, vendors, and affiliates of the College District; health information, College District financial information, computer and/or network passwords; and any other proprietary, nonpublic College District information. Confidential Information does not include Sensitive Information.

- 5. Dark Pattern** refers to any design feature, the purpose or substantial effect of which is to subvert or impair user autonomy, decision-making or choice.
- 6. An AI-assisted decision is considered a High-Risk AI Decision** when it significantly affects:
  - a. Student admissions, enrollment, or academic standing;
  - b. Financial aid eligibility or amounts;
  - c. Employee hiring, promotion or termination; disciplinary actions or sanctions; access to programs, services or accommodations that the College is legally obligated to provide; and
  - d. A person's constitutional rights or civil liberties, including but not limited to protections from discrimination, harassment and retaliation.
- 7. Intent or Intentionally** means a conscious objective or purpose to achieve a particular result. For purposes of this policy and compliance with applicable law, disparate impact or unintended consequences alone do not demonstrate intent.
- 8. Personal Information** means any information relating to an individual that identifies or can reasonably be used to identify the individual, directly or indirectly (including in combination with other data), by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the identity of an individual. Personal information includes information that has been de-identified but could reasonably be re-associated with an individual including through the use of AI.
- 9. Social Score** refers to an evaluation or classification of a person or group of persons based on their social behavior or social characteristics, whether known, inferred or predicted, for the purpose of calculating or assigning a score or similar categorical estimation.

Policy Review

Every two years, the Chancellor or a designee shall convene a taskforce to review and update the College District's AI policy and any rules and regulations promulgated thereunder to comply with technological advancements, applicable laws and regulations, and evolving ethical standards.

Permitted Use

The College District permits the use of AI, provided such use is in accordance with:

1. **Academic standards** and student codes of conduct, including but not limited to those standards pertaining to attribution and citation;
2. Ethical and professional standards applicable to employment with the College District or a particular course or program of the College District;
3. College District policies, procedures, rules, and other regulations or guidelines; and
4. Applicable laws, rules and regulations.

For a list of approved AI tools, please see Dallas College AI Guidelines.

Prohibited Use

The College District prohibits developing, deploying or using AI for the following purposes:

1. To intentionally infringe, restrict or impair a person's constitutional rights;
2. To intentionally violate state or federal laws and regulations, including without limitation, anti-discrimination and child pornography laws;
3. To intentionally produce, assist or aid in the production or distribution of unlawful deepfake videos or images;
4. To categorize individuals for the purpose of assigning a social score that has the potential to result in detrimental treatment unrelated or disproportionate to the context or gravity of behaviors observed or that violate the person's constitutional rights;
5. To, without a person's consent, uniquely identify the person via biometric data obtained from publicly available sources if doing so would violate any rights of the individual under state or federal law;
6. To intentionally incite or encourage a person to commit self-harm, harm another person or commit criminal activity

Disclosures

The College District adopts the following transparency standards as institutional policy:

1. **General AI Disclosures:** When the College District deploys or makes available AI for the purpose of interacting or communicating with students, employees, or members of the public, the College District shall provide notice that the person is interacting with AI where such disclosure would be meaningful and appropriate to the context of the interaction. In the case of vendor or third-party AI products deployed by the College District, the College District department responsible for identifying the product and managing its implementation and acquisition shall use reasonable efforts to ensure that such notice is provided by the vendor or third-party providing the product.
2. **Healthcare-Related AI Use:** When AI systems are used in the provision of healthcare services or treatment, the College District shall take reasonable measures to disclose such use to the recipient of services or their personal representative no later than when the service or treatment is first provided, except in emergencies where disclosure must occur as soon as reasonably possible.
3. **Academic Use Disclosures:** Faculty members and instructors who use AI tools as part of instruction, assessment, or course delivery must take reasonable measures to disclose such use in course materials or syllabi, consistent with academic freedom and instructional policies.
4. **Disclosure Standards:** Unless otherwise provided herein, such disclosures shall be:
  - a. In writing;
  - b. Clear and conspicuous;
  - c. Written in plain language appropriate to the audience;
  - d. Free from dark patterns; and
  - e. To the extent reasonably possible, provided in advance of or at the time of interaction, or In emergent cases, as soon as practicable.

Exemption for  
Obvious AI Use

Disclosure is not required where it would be obvious to a reasonable person that they are using AI and the use is internal and/or assistive in nature such that AI does not directly interact with the user or alter the meaning of the content received or influence decision making.

Data Security and Privacy

Unless otherwise provided by College District policies and procedures, users of College District information resources should presume any input provided to AI is recorded; used or will be used to train AI models; may become available and/or subject to disclosure to the public; and/or may be stored in unsafe repositories or modified.

Prohibited Data Inputs

Accordingly, College District users shall not input any College District data classified as confidential or sensitive into AI tools or systems, unless otherwise permitted or required by law or authorized College District personnel. Prohibited data inputs include, but are not limited to:

1. Student records protected under FERPA;
2. Personal information as defined herein and by applicable privacy laws;
3. Employee personnel records;
4. Health information protected under Health Insurance Portability and Accountability Act and other health privacy laws;
5. Biometric data;
6. Social security numbers, financial account information, other sensitive identifiers;
7. Proprietary or nonpublic College District information;
8. Computer and network passwords or authentication credentials, including multi-factor authentication codes;
9. Any other data classified as Confidential or Sensitive under College District policies and procedures or applicable law.

Quality Assurance

All AI generated content must be reviewed by qualified personnel of the College District in advance of such content being published; shared; used in decision making, including but not limited to high-risk AI decisions; or otherwise used in connection with and/or incorporated into College District business and documented in accordance with Dallas College AI Guidelines. All High-Risk AI decisions shall be subject to the processes for pre-deployment review, ongoing oversight, and appeals and remediation provided therein. For purposes of this policy qualified personnel shall refer to an individual with the requisite knowledge, qualifications and/or training to evaluate and assess the accuracy and veracity of the generated content

TECHNOLOGY RESOURCES

CR  
(LOCAL)

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|                                   | <p><u>Prior to deploying AI systems for official College District purposes, appropriate testing shall be conducted with testing protocols and results documented to demonstrate good faith compliance efforts and to qualify for safe harbor protections under applicable law.</u></p> <p><u>This provision does not apply to the use or incorporation of AI-generated content in internal drafts, provided such drafts are for internal, unofficial (e.g., brainstorming) use only.</u></p>   |
| <u>Compliance &amp; Oversight</u> | <p><u>The Office of Information Technology, in consultation with the various functional units of the College District, shall be responsible for reviewing and implementing procedures, guidelines and other resources to promote and ensure compliance with this policy.</u></p>   |
| <u>Risk Management</u>            | <p><u>To demonstrate good faith compliance efforts and qualify for safe harbor protections under the law, the College District may adopt nationally recognized risk management frameworks for AI systems such as the National Institute of Standards and Technology (NIST) AI Risk Management Framework (NIST AI RMF 1.0 or successor versions) or the NIST Generative AI Profile (NIST AI 600-1 or successor versions).</u></p>   |
| <u>AI Committee</u>               | <p><u>The Chancellor or designee may establish an AI &amp; Innovation Governance Committee to provide oversight and guidance on AI-related matters, including policy interpretation, risk assessment, approval of AI systems, and ethical considerations.</u></p>  |
| <u>Training and Education</u>     | <p><u>The College District shall provide appropriate training and educational resources to students, faculty, and staff regarding:</u></p> <ol style="list-style-type: none"><li><u>1. Permitted and prohibited uses of AI under this policy;</u></li><li><u>2. Best practices for AI use in academic and operational contexts;</u></li><li><u>3. Data security and privacy considerations;</u></li><li><u>4. Compliance obligations under applicable law; and</u></li><li><u>5. How to report concerns or violations.</u></li></ol> |
| <u>Reporting Violations</u>       | <p><u>Any person who becomes aware of a potential violation of this policy or applicable AI laws should report such concerns to their immediate supervisor, the Office of Information Technology, the Office of General Counsel, or through the College District's compliance reporting mechanisms.</u></p>  |