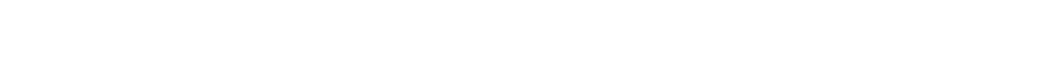
COLLEGE OF MICRONESIA-FSM   
BOARD POLICY No. 8940



**Artificial Intelligence (AI) Policy**

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| Date Adopted: |  |
| Date Revised: |  |
| Date Reviewed: |  |
| References: | Stanford University’s Institute for Human-Centered AI, MIT’s Responsible AI guidelines, UNESCO’s Recommendation on the Ethics of Artificial Intelligence, OECD’s AI Principles, EDUCAUSE AI Guidance for Higher Education, Ethical principles from OpenAI, and Google, Palau Community College. |

**Purpose**

This policy ensures the ethical, inclusive, and responsible use of Artificial Intelligence (AI) by students, faculty, and staff at COM-FSM. It aligns with the Strategic Plan 2025–2030, promoting AI use as a catalyst for innovation, student success, operational efficiency, and cultural preservation across the institution.

**Strategic Alignment**

This policy supports the following COM-FSM strategic goals:

* **Transformative Learning Experiences:** Enhancing pedagogy and student support using culturally sensitive AI tools.
* **Equity and Access:** Ensuring all learners, including those in remote islands, can benefit from AI-supported learning.
* **Technological Modernization:** Advancing COM-FSM’s digital infrastructure responsibly through AI integration.
* **Cultural Relevance and Integrity:** Embedding respect for Micronesian culture in all AI-related applications.
* **Institutional Excellence:** Strengthening decision-making, administration, and faculty productivity with transparent AI use.

**Scope**

This policy applies to:

* **Students** enrolled in any academic or continuing education program.
* **Faculty and Staff** across all campuses and departments.
* **AI Technologies** used for instruction, learning, research, administration, creative tasks, and decision support.

**Ethical Principles for AI Use**

1. **Student Success and Learning Support**

AI must be used to support—not replace—student learning. It should help clarify complex topics, provide feedback, and facilitate deeper understanding while maintaining human mentorship and guidance.

1. **Transparency**

All academic or administrative work assisted by AI must be clearly labeled (e.g., “AI-assisted”), with appropriate attribution when content is generated using such tools.

1. **Integrity and Accountability**

Using AI to cheat, plagiarize, fabricate data, or mislead is prohibited. Users must accept responsibility for the ethical application of AI tools and the integrity of their outcomes.

1. **Fairness and Equity**

AI must be deployed to narrow, not widen, existing gaps in access and outcomes. It should be accessible to students from all islands, regardless of bandwidth or device limitations, and must not embed cultural or algorithmic bias.

1. **Privacy and Security**

Personal and institutional data must not be entered into or shared with AI tools without proper consent. AI usage must comply with institutional data governance and privacy standards.

1. **Human Oversight**

All final decisions about grading, student progress, hiring, or college operations must remain under human authority. AI should only act in a support capacity.

**Acceptable Uses of AI**

AI tools may be used for:

* **Learning Support:** Tutoring, concept review, and study aids.
* **Research Assistance:** Summarization, idea generation, data categorization (with human validation).
* **Creative Projects:** Brainstorming or prototyping in writing, media, and design.
* **Administrative Efficiency:** Drafting emails, scheduling, basic data analysis, and reporting.

All uses must be disclosed, reviewed, and contribute to student success or institutional improvement.

**Instructor Discretion on AI Use in Coursework**  
Instructors may define the permitted scope of AI usage within their individual courses to maintain academic integrity and meet specific learning outcomes. These expectations must be:

* Clearly outlined in the course syllabus at the beginning of the term,
* Consistent with this institutional AI policy,
* And not undermine equitable access or the development of responsible AI literacy.

**Prohibited Uses of AI**

AI must not be used to:

* Complete graded assignments or exams in a way that misrepresents the student’s own effort or violates academic integrity.
* Generate submissions that misrepresent authorship or effort.
* Manipulate institutional data, grades, or records.
* Create misleading, harmful, or culturally inappropriate content.
* Circumvent policies on data privacy or cybersecurity.

**Enforcement and Sanctions**

Violations will be addressed under applicable COM-FSM policies and may include:

* **Students:** Warnings, grade penalties, academic probation, suspension, or expulsion.
* **Faculty/Staff:** Counseling, performance review, suspension, or termination under HR policies.
* **Educational Remedies:** Completion of AI ethics training or supervised project revisions.

**Education, Monitoring, and Review**

* COM-FSM will provide regular **training** on responsible AI use and its ethical implications.
* A **college-wide review** of AI practices and impacts will be conducted annually to ensure ongoing alignment with the Strategic Plan and emerging best practices.
* The policy will be updated regularly to reflect technological, cultural, and institutional developments.

**Commitment to Cultural and Institutional Values**

This policy affirms COM-FSM’s commitment to **Micronesian values**, inclusive education, and digital transformation. AI will be used as a **force for good**, enhancing learning and institutional quality while honoring local traditions, languages, and knowledge systems.