



# St. John's College Policies and Procedures

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<b>SYSTEM: HSHS</b>	<b>MANUAL(S): HSHS St. John's College Policies</b>
<b>TITLE: Responsible Utilization of Artificial Intelligence (AI) Policy</b>	<b>ORIGINATING DEPARTMENT: St. John's College</b>
<b>EFFECTIVE DATE: 08-01-2025</b>	<b>REVISION DATE(S):</b>
<b>SUPERCEDES: Local ministry handbooks/catalogs/policies adopted prior to the effective date of this policy.</b>	

## Purpose:

This policy establishes guidelines for the responsible use of artificial intelligence (AI) tools and technologies within St. John's College of Nursing. It is intended to foster innovation while ensuring academic integrity, patient privacy, and adherence to professional and regulatory standards in nursing education and practice.

## Policy:

- I. Scope
  - a. This policy applies to all students, faculty, staff, and administrators who utilize AI technologies in instructional, clinical, administrative, or research activities affiliated with the College.
- II. Definitions
  - a. Artificial Intelligence (AI): Any software application or system that performs tasks typically requiring human intelligence, such as text generation, decision support, image analysis, and natural language processing (e.g., ChatGPT [OpenAI], Grammarly [AI enhanced], QuillBot, Notion AI, Google Gemini, Microsoft Copilot, clinical decision tools).
  - b. Generative AI: AI tools that can generate original content including text, images, or code based on user input.
  - c. Academic Integrity: A commitment to honesty, trust, fairness, respect, and responsibility in learning and scholarship.
- III. Policy Statement
  - a. General Use
    - i. AI tools may be used as educational aids, clinical learning supports, or administrative enhancers when aligned with course, program, or institutional goals.
    - ii. Use of AI should never replace critical thinking, clinical judgment, or professional accountability in academic or patient care settings.
- IV. Academic Use by Students
  - a. Students must clearly disclose if and how AI tools were used in academic submissions (e.g., "This paper used Grammarly for grammar suggestions," or "ChatGPT was consulted for idea generation, but all writing is original").



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- b. AI use must comply with course-specific and faculty-specific guidelines; unauthorized use may constitute academic dishonesty.
  - c. AI-generated content may not be submitted as original work unless explicitly permitted.
  - d. Students are responsible for verifying the accuracy of AI-generated content and must not use AI for assessments unless authorized (e.g., take-home exams, case studies).
- V. Faculty and Staff Use
  - a. Faculty may use AI tools for instructional design, assessment development, administrative support, and scholarly writing, provided the final product reflects human oversight and validation.
  - b. AI tools should not be used to generate grades or clinical evaluations without human review and accountability.
  - c. Faculty must educate students on ethical, appropriate use of AI in academic and professional contexts.
- VI. Clinical Settings
  - a. AI may be used in simulated learning or classroom demonstrations. However, AI tools are not to be used for actual patient care decisions or documentation in clinical settings.
  - b. The use of AI must not compromise HIPAA compliance, patient safety, or professional standards.
- VII. Compliance and Monitoring
  - a. Violations of this policy are subject to the College's Academic Integrity Policy, Student Code of Conduct, or HR disciplinary processes as appropriate.
  - b. Faculty are encouraged to address AI-related infractions in line with existing classroom management and academic honesty procedures.
- VIII. Equity and Access
  - a. The College recognizes that unequal access to AI technologies may exist. Efforts will be made to:
    - i. Ensure equitable access to AI tools in campus labs or academic resources.
    - ii. Provide training or guidance on effective, ethical use.
- IX. Intellectual Property and Privacy
  - a. Use of AI must not infringe on the intellectual property rights of others.
  - b. College data must not be entered into AI tools unless pre-approved by IT or legal counsel (e.g., uploading student or employee data to third-party AI platforms).
- X. Review and Revisions
  - a. This policy will be reviewed annually or as AI technologies evolve to ensure alignment with best practices, academic standards, and legal regulations.
- XI. Questions or Concerns: Contact the Office of the Dean of Academic Affairs or the Chancellor.