

HIMA San Pablo's School of Health

Policy on the Responsible Use of Artificial Intelligence (AI)

Order No-17-2025

Effective Date: August 1, 2025

Purpose

This policy establishes standards and guidelines for the ethical, responsible, and transparent use of Artificial Intelligence (AI) within the HIMA San Pablo's School of Health. It seeks to ensure that AI tools support teaching, learning, research, and clinical training while upholding academic integrity, patient safety, institutional values, and regulatory compliance.

Scope

This policy applies to all faculty, staff, students, researchers, and collaborators who use AI technologies in academic, administrative, or clinical learning contexts at HIMA San Pablo's School of Health.

Principles for Responsible AI Use

The use of AI at HIMA San Pablo's School of Health will be guided by the following principles:

- **Fairness and Equity:** AI must be used in ways that promote inclusion, avoid bias, and respect diversity.
- **Accountability:** Users remain fully responsible for the content they produce or decisions they make with AI support.
- **Transparency:** All AI use must be disclosed clearly in academic, administrative, or clinical work.
- **Integrity:** AI must never replace original thought, professional judgment, or ethical standards.
- **Privacy and Security:** AI use must protect the confidentiality of academic, personal, and clinical data.
- **Human Oversight:** AI is a supportive tool; ultimate decision-making and responsibility rest with faculty, students, and professionals.

Policy Statement

The HIMA San Pablo's School of Health recognizes the potential of AI to enhance education and healthcare training. However, its use must be consistent with the highest ethical and professional standards. AI should be used as a complementary tool, never as a substitute for critical thinking, professional judgment, or evidence-based practice.

Guidelines for Responsible Use

1. Academic Integrity

- AI tools may assist in learning and research but must not replace original student work.

- All AI-generated content must be properly acknowledged following institutional citation guidelines.
- Faculty and students are expected to disclose when AI tools are used in assignments, projects, or research.

2. Clinical and Healthcare Training

- AI must not be used to generate or alter patient data in academic assignments or training simulations.
- All use of AI in clinical contexts must comply with HIPAA, local regulations, and ethical standards of patient care.

3. Data Privacy and Security

- Users must avoid inputting confidential or sensitive personal, academic, or clinical data into AI platforms unless explicitly authorized.
- AI tools selected for institutional use must comply with data protection and privacy standards.

4. Faculty and Staff Use

- Faculty may integrate AI responsibly into teaching, ensuring it supports student learning outcomes without compromising rigor.
- Administrative use of AI for efficiency (e.g., scheduling, resource management) must be transparent and follow institutional protocols.

5. Prohibited Uses

- Plagiarism, fabrication of data, or misrepresentation of AI-generated content as original human work.
- Using AI in ways that promote discrimination, bias, or harm to individuals or groups.
- Any use that violates intellectual property rights or copyright laws.

Responsibilities

- **Students** must follow the guidelines and disclose AI use in their academic work.
- **Faculty** must educate students on responsible AI use and enforce policy compliance.
- **Administration** is responsible for monitoring AI use, providing training, and updating this policy as technologies evolve.

Enforcement

Violations of this policy will be addressed under the institution's Code of Academic Integrity and disciplinary procedures. Consequences may include academic penalties, revocation of privileges, or other actions as determined appropriate.

Review and updates

This policy will be reviewed annually to ensure alignment with technological developments, educational best practices, and healthcare regulations.