Responsible Use of Artificial Intelligence Guidelines

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1. Purpose and Scope

North Island College (NIC) recognizes that artificial intelligence (AI) tools can deliver meaningful benefits when used thoughtfully, responsibly, and in alignment with institutional values. As AI technologies continue to evolve, they also present legal, ethical, privacy, and operational considerations that require clear governance, accountability, and informed decision-making.

These guidelines provide a common foundation for AI use at NIC across administrative, teaching, learning, research, and operational activities. Learner expectations may also be established through course requirements, academic integrity standards, and other college guidance.

Key Terms

Artificial intelligence (AI)	A broad term for technologies capable of performing tasks commonly associated with human intelligence, such as generating content, recognizing patterns, making predictions, or supporting decisions.
Generative AI (GenAI)	AI that creates new content, including text, images, audio, video, code, or other outputs, in response to user instructions or prompts.
AI-assisted decision	A decision in which an AI tool informs, recommends, ranks, summarizes, predicts, or otherwise influences the outcome.
Personal information	Recorded information about an identifiable individual, as understood under British Columbia's Freedom of Information and Protection of Privacy Act (FOIPPA).
Approved tool	A tool that NIC has authorized for the specified use following appropriate institutional review.

2. Responsible Use of AI Principles

The following principles, aligned with the Government of British Columbia's AI Guiding Principles and Model Principles and Guidelines for the Use of Artificial Intelligence: An Informational Resource for the B.C. Post-Secondary System, provide a consistent lens for decisions as technologies and use cases evolve.

1. **Transparency**
   Be clear about when, how, and why AI is used, particularly where its use may affect individuals, learning, services, or institutional decisions.
2. **Human Accountability**
   People remain responsible for AI-assisted work, decisions, communications, and outcomes. AI does not replace professional judgment or established authority.
3. **Purpose and Benefit**
   Use AI where there is a legitimate college purpose and a clear educational, operational, or public-interest benefit proportionate to the risks and costs.
4. **Privacy, Security, and Information Protection**
   Protect personal, confidential, sensitive, and institutional information. Use approved tools and apply appropriate safeguards throughout the information lifecycle.
5. **Fairness, Inclusion and Accessibility**
   Identify and address bias, discrimination, barriers, and unequal impacts. Seek equitable access and inclusive participation.
6. **Reliability and Critical Review**
   Recognize that AI outputs may be inaccurate, incomplete, fabricated, biased, outdated, or inappropriate. Verify information before relying on or sharing it.
7. **Pedagogy-Centred and Academic Integrity**
   Use AI in ways that support learning outcomes, authentic assessment, creativity, critical thinking, and academic integrity.
8. **Indigenous Data Governance and Reconciliation**
   Respect Indigenous data sovereignty, knowledges, intellectual property, community protocols, and the rights and priorities of First Nations and Indigenous communities.
9. **Responsible Innovation and Digital Literacy**
   Support informed experimentation, continuous learning, and the development of AI literacy while maintaining appropriate oversight and safeguards.
10. **Sustainability**
    Consider environmental, financial, social, and operational impacts and use AI purposefully where it adds meaningful value.

3. General AI Use Requirements

AI use must comply with applicable NIC policies and requirements, including:

Policy 1-01 Freedom of Information and Protection of Privacy
Policy 1-20 Code of Ethical Conduct
Policy 3-06 Community Code of Academic, Personal and Professional Conduct (Code of Conduct)
Policy 5-07 Brand Identity and Authorized Use
Policy 5-08 Acceptable Use of Information Technology

Before using an AI tool

- Confirm that AI is appropriate for the task and consider potential effects on privacy, accuracy, accountability, and outcomes.
- Use AI purposefully and consider its resource and sustainability impacts.
- Identify whether the proposed use involves personal, confidential, sensitive, copyrighted, learner-created, or Indigenous information and whether review, consent, or approval is required.
- Review applicable terms of service and consider ownership, licensing, attribution, retention, and reuse of inputs and outputs.
- Identify who will review the output and remain accountable for any resulting work or decisions.
- Seek guidance from a supervisor, instructor, or appropriate college resource if you are unsure about the appropriate use of AI or applicable requirements.

When using AI

- Enter only the minimum information necessary for the intended purpose.
- Do not enter personal, confidential, or sensitive information into a tool that is not approved for the intended use.
- Do not upload copyrighted, confidential, proprietary, learner-created, or third-party material unless authorized and permitted.
- Use AI consistently with NIC values, policies, academic integrity requirements, and applicable law.
- Maintain meaningful human oversight and responsibility for final decisions and outcomes.
- Apply additional safeguards where a use may affect an individual's rights, services, academic standing, employment, safety, well-being, or reputation.
- Respect Indigenous data governance and applicable community protocols, and do not assume publicly available information is appropriate for AI use.

Before Using or Sharing AI-Generated Content

- Review the content for accuracy, completeness, relevance, accessibility and tone.
- Independently verify material facts, sources, citations, calculations, and claims.
- Consider applicable privacy, confidentiality, copyright, intellectual property, academic integrity, and records requirements.
- Review for potential bias, stereotypes, gaps in representation, and other limitations, particularly in content relating to Indigenous peoples, histories, knowledges, cultures, and perspectives.
- Ensure the final product reflects informed human judgment and is appropriate for its purpose and audience.
- Disclose or acknowledge AI use where required or appropriate.

4. Employee Use of AI

Approved Generative AI Tool

Microsoft Copilot is a generative AI tool that can assist with tasks such as answering questions, summarizing information, generating ideas, and drafting or revising content.

Copilot is currently the only generative AI tool approved for general college business at NIC. Employees must access it using their NIC credentials so that applicable enterprise privacy and data-protection safeguards are in place.

Freedom of Information and Protection of Privacy

AI-generated or AI-assisted content created, received, or used for college business may be a college record subject to access, retention, legal hold, and disclosure requirements.

A Privacy Impact Assessment (PIA) must be initiated early when planning a new or significantly changed system, process, technology, or AI use involving personal information. Contact privacy@nic.bc.ca for guidance.

Employee AI use requirements:

- Use personal information in Microsoft Copilot only where necessary for a legitimate college purpose and in accordance with privacy and information-handling requirements.
- Do not enter personal, confidential, or sensitive information into an AI tool that is not approved for the intended college use.
- Remain accountable for AI-assisted work and verify outputs for accuracy, completeness, relevance, and currency before use.

- Ensure AI-assisted content is inclusive, respectful, accessible, and consistent with NIC policies, standards, and values.
- Create and retain records of AI use where required for research, administrative processes, decision-making, accountability, or records management.

Assessing AI Use

Employees must consult their supervisor about new or higher-risk AI uses, particularly where additional review, guidance, or oversight may be required.

Supervisors are responsible for ensuring AI use within their areas is appropriate, compliant with college requirements, proportionate to risk, and subject to appropriate oversight and review.

Some AI uses are generally lower risk when these guidelines are followed, while others may require additional review or approval before proceeding.

Generally lower risk

- Brainstorming and outlining
- Revising non-sensitive draft text
- Summarizing information you are authorized to use
- Generating questions or alternative wording
- Supporting routine analysis where results are independently verified

Requires additional review and approval

- Processing sensitive or confidential information
- Assessing, ranking, or making decisions about individuals
- Using student work, personnel records, or protected third-party content
- Automating services or communications without appropriate human oversight
- Connecting AI tools to NIC systems, records, plug-ins, APIs, or data sources

5. Teaching and Learning

AI use in teaching and learning must be pedagogy-centred, aligned with course and program learning outcomes, and consistent with academic integrity, accessibility, privacy, and other institutional requirements.

Instructors

- Clearly communicate whether, when, and how AI may be used in a course or assessment, including any limits or prohibited uses.
- Explain how AI expectations support learning outcomes and academic integrity.
- Disclose the use of AI in instructional materials, feedback, or assessment processes through the course outline or other written instructions.

- Where AI use is permitted or required, provide clear instructions and reasonable support for students.
- Protect personal information and respect intellectual property. Do not upload content belonging to students, other instructors, communities, or third parties without authorization.

Students

- Follow course, program, and assignment requirements for AI use. If expectations are unclear, ask the instructor before using AI.
- Use AI to support, not replace, learning and academic work.
- Verify AI-generated content, acknowledge or cite AI use when required, and remain responsible for all submitted work.
- Protect personal information and respect intellectual property. Do not upload content belonging to instructors, other learners, communities, or third parties without authorization.

Additional AI guidance and resources are available through Teach Anywhere, Learn Anywhere, and the Library and Learning Commons.