# Generative Artificial Intelligence Guidelines

## 1. Preamble

1.1.   These Guidelines outline the considerations for using publicly available generative artificial intelligence (AI) tools by employees performing administrative work at Saint Mary's University. For greater certainty, administrative work does not include teaching and research work performed by academic employees**.**

## 2. Purpose

2.1   AI has become prolific and the responsible use of these tools within the University is key. The following guidelines outline our approach to generative AI adoption and use: compliance with legal and regulatory requirements, protection of data privacy and security, ethical use, and employing human oversight when using generative AI.

## 3. Jurisdiction/scope

3.1      AI tools embedded and used within existing university approved software are not in scope of these guidelines.

3.2      Existing University policies supersede these Guidelines.  The use of Artificial Intelligence tools may be subject to other policies, or laws and regulations. These Guidelines do not excuse any non-compliance with any applicable policies, laws, or regulations.  The University governs the security of information, the privacy of personal information, and the legal and ethical use of information created by others through various policies (see section 7) and is subject to legal requirements governing the same subjects (see section 6).

3.3     All Saint Mary's University personnel who have access to, or stewardship over, university information or the personal information of others have obligations to abide by policies and procedures to ensure the security, protection, and appropriate use of that information.

No university information, data, or other material should be shared with any outside person, organization or entity without ensuring compliance with all policy and legal requirements. In addition, a full understanding of how that information will be made use of and safeguarded through access policies and permission requirements should be well understood.

While the sharing of publicly available information is not restricted by policy, Saint Mary's employees should seek advice before participating in systematic public data collection, via AI tools, or by other means.)

3.4     In accordance with our Email Policy, when producing work products with third party generative AI tools requiring a subscription or user account, the university's email addresses, credentials, and phone numbers must be used when registering an account with that tool.

3.5     Work products produced with generative AI require a "human in the loop" and should be reviewed thoroughly before utilizing the results. Generative AI tools may inherit biases from the data they were trained on. These biases may not align with Saint Mary's University's commitment to equity, diversity, and inclusion. The outputs could also have errors or favor specific groups, leading to unfair results. Careful review of analyses provided by generative AI tools is needed, as it might be influenced by bias. Ultimately, each person is responsible for the work they put forth and information they use.

## 4.  Definitions

by the Government of Canada as follows:

"The *Directive on Automated Decision-Making* defines AI as information technology that performs tasks that would ordinarily require biological brainpower to accomplish, such as making sense of spoken language, learning behaviours or solving problems.

Generative AI is a type of AI that produces content such as text, audio, code, videos and images.  This content is produced based on information the user inputs, called a "prompt," which is typically a short instructional text.

Examples of generative AI tools (not an exhaustive list):

- large language models (LLMs) such as ChatGPT, Copilot and LLaMA

- GitHub Copilot and FauxPilot, which produce code based on text prompts

- DALL-E, Midjourney and Stable Diffusion, which produce images from text or image prompts

These examples include both proprietary and open-source models. Both types have their own benefits and drawbacks in terms of cost, performance, scalability, security, transparency and user support.   Employees should be aware that many online applications utilize Artificial Intelligence in different ways and may harvest information. Employees should be aware of the risks of any applications that they are using.

In addition, generative AI models can be fine-tuned, or custom models can be trained and deployed to meet an organization's needs.  Many generative AI models have been trained on large volumes of data, including data accessible from the Internet. Based on the training data, these models generate content that is statistically likely in response to a prompt; for example, by predicting the next word in a sentence. Techniques such as human supervision and reinforcement learning can also be applied to further improve the outputs, and users can provide feedback or modify their prompt to refine the response. Generative AI can therefore produce content that looks as though a human produced it.

Generative AI can be used to perform or support tasks such as:

- writing and editing documents and emails

- generating images for presentations

- coding tasks, such as debugging and generating templates and common solutions

- summarizing information

- brainstorming

- research, translation and learning

- providing support to clients (for example, answering questions, troubleshooting)

## 5. Guidelines

5.1     Employees must enter input information that is non-proprietary when using publicly accessible generative AI tools. Public information examples include published annual reports, news releases, business contact details, University policies, published research, job postings, technical specifications freely available on the internet without logins, and publicly shared newsletters.

5.2     Employees shall not enter protected, confidential, or restricted information of the University or which is owned by third parties into generative AI tools.

5.3     University employees should ensure that contractors disclose in their contracts the use of generative AI tools. The University may prohibit contractors from using our protected, confidential, or restricted data in generative AI tools without proper assurances and segmentation of the data.

5.4     AI generated content should not be assumed to be true, reliable, or ethical. Responses from generative AI shall not be used verbatim, be treated as the sole source, be used to issue official statements, be solely relied on for making final decisions, or be used to impersonate individuals or organizations.

5.5     Generative AI tools must not be used to generate outputs that are considered non-public. Examples include but are not limited to generating legal analysis or advice; recruitment, personnel, or disciplinary decision making.

5.6     The rights of content creators and copyright owners is to be respected. If entering content into a generative AI tool would violate the copyright owner's rights or applicable copyright legislation, then that content must not be entered into the generative AI tool. Employees should contact the Library Copyright Office, if they need help deciding what material is copyright protected.

5.7     For any AI assisted creation of new material, policies concerning plagiarism, attribution of the work of others, use of copyrighted materials, and ethical considerations, must be adhered to.

## 6. Relevant Legislation

1.1. <This section is optional. A list of legislation relevant to the policy if applicable. For example, a policy on workplace health and safety might reference the Occupational Health and Safety Act. Legislation should be hyperlinked whenever possible.>

## 7. Related Policies, Procedures and Documents

7.1. Policies
- [Records Management Policy](#)
- [Privacy Policy](#)
- [Email Policy](#)
- [Information Technology Policy](#)
- [University Code of Conduct](#)

7.2. Artificial Intelligence tools present new security, privacy and ethical issues to be considered.  However, the University has existing policies and procedures addressing academic integrity, ethical conduct in study and research.   Questions of academic conduct, academic integrity, and ethical conduct of research, involving AI, continue to be addressed by Academic administration, University faculties and departments, and the University's Research Ethics Board, and other existing academic processes.

7.3. Government of Canada Guide to Use of Generate AI: https://www.canada.ca/en/government/system/digital-government/digital-government-innovations/responsible-use-ai/guide-use-generative-ai.html

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## Additional Approval Information

a) **Approving Authority:** Executive Management Group
b) **Approved:** July 24, 2025
c) **Responsible Office:** Enterprise Information Technology
d) **Responsibility:** Chief Information Officer
e) **Revision Date(s):** < All revision dates (most recent first)>
f) **Supersedes:** Not applicable