

TYPE:	Administrative
TITLE:	Institutional Use of Artificial Intelligence
NO.:	ADMIN-213
RESPONSIBILITY:	Vice President, Strategic Infrastructure and Campus Safety
APPROVED BY:	Durham College Leadership Team
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1. Introduction

The proliferation of artificial intelligence (AI) and generative artificial intelligence (GenAI) applications require institutions to adapt and evolve in a rapidly changing world. They have the potential to tremendously transform research, teaching, and learning, and business operations at Durham College (DC). Balancing the opportunities offered by these tools with an awareness of their limitations and risks is critical to ensuring they are used lawfully, ethically, responsibly, and effectively.

2. Purpose

This policy and procedure provide guidance to students, employees, visitors, contractors and third-party vendors when procuring, using, developing, and/or managing AI/GenAI technologies.

3. Definitions

Refer to [Durham College's Standard Definitions](#).

4. Policy statements

- 4.1. This policy and procedure work in tandem with existing legislation and DC policies and procedures, and do not diminish any obligations or responsibilities contained therein.
- 4.2. DC may adopt, create, use and/or prohibit AI/GenAI technologies for various purposes, including but not limited to business operations, research or teaching and learning.
- 4.3. AI/GenAI technologies will be used in a manner consistent with the principles outlined in the province of Ontario's [Responsible Use of Artificial Intelligence Directive](#), including respect for privacy, intellectual property, academic integrity, and data and information security.
- 4.4. DC will provide information and guidance to students, employees, visitors, and contractors about the ethical application of, standards of practice for, and limitations and requirements for transparency in the use of AI/GenAI technologies at the college.

4.5. Users of AI/GenAI are accountable for their outputs, regardless of the tools or technologies used to produce them.

5. Procedure

5.1. Enterprise Systems AI/GenAI tools and technologies adoption.

5.1.1 For an AI/GenAI tool or technology to be adopted as an enterprise system to be used college-wide or integrated into a current enterprise system, Information Technology (IT) Services must be consulted. IT Services is to provide an assessment of the provider's and/or vendor's security practices, and the requester must consult with the Privacy Office to complete a privacy impact assessment when collecting personal information. Examples of an enterprise system include, but are not limited to, DC Connect, Microsoft 365, Banner, and DC Mail.

5.1.2 When an already adopted tool or technology incorporates new AI/GenAI features, the requester must consult IT Services to reassess the provider's and/or vendor's security measures as they relate to the material change. If personal information is being collected, a privacy impact assessment might also be necessary.

5.2. Requirements for Use of AI/GenAI Tools and Technologies.

5.2.1 Users of AI/GenAI Tools and Technologies must:

- a) Comply with applicable federal, provincial and municipal laws, regulations and DC policies and procedures;
- b) Ensure a human-in-the-loop review when using output generated by AI/GenAI and in the creation and/or maintenance of college-developed AI/GenAI tools and technologies;
- c) Ensure work product adheres to DC's values and does not undermine the principles of equity, diversity, inclusion, reconciliation and accessibility;
- d) Use data appropriately, considering relevancy, and privacy and confidentiality impacts on the use of personally identifiable, proprietary and/or sensitive business information when utilizing non-enterprise AI/GenAI tools or technology;
- e) Ensure individuals communicating with DC systems are made aware that they are interacting with a tool or technology that leverages AI/GenAI rather than a person, as required; and
- f) Contact faculty members or supervisors with questions regarding sensitive or confidential information.

5.2.2 Users of AI/GenAI Tools and Technologies are prohibited from:

- a) Installing into enterprise systems Application Programming Interfaces (APIs), code, plug-ins, connectors or software that has not been reviewed and assessed by IT Services and, when required, the Privacy Office; and
- b) Entering content that contains DC or third parties' confidential information, intellectual property, personal identifiable information and/or copyrighted materials into non-enterprise AI/GenAI tools or technology. Examples of non-enterprise tools and technology include, but are not limited to, unlicensed text generation, and grammar and editing tools like Grammarly and ChatGPT.

6. Accessibility for Ontarians with Disabilities Act considerations

Accessibility for Ontarians with Disabilities Act (AODA) standards have been considered in the development of this policy and procedure and it adheres to the principles outlined in the College's commitment to accessibility as demonstrated by the Multi-Year Accessibility Plan.

7. Non-compliance implications

Failure to comply with this policy may result in breaches of privacy, legal liability and/or reputational harm. It may also result in loss of access to Durham College information technology services and equipment, suspension or termination of an employee or academic studies.

8. Related forms, legislation, or external resources

- Freedom of Information and Protection of Privacy Act
- Government of Canada's Voluntary Code of Conduct on the Responsible Development and Management of Advanced Generative AI Systems
- Ontario's Trustworthy Artificial Intelligence (AI) Framework
- Personal Health Information Protection Act