



PROCEDURE

Procedure Name	RESPONSIBLE USE OF ARTIFICIAL INTELLIGENCE			<i>New</i>
Procedure Number	IT 1.4	Approval Date	May 13, 2026	
Parent Policy	IT 1.0 Governance and Access Management			
Procedure Authority	Director, Information Technology			
Executive Sponsor	Vice-President, Administration and Finance			
Approved By	Vice-President, Administration and Finance			

1. PURPOSE

Medicine Hat College (MHC) recognizes the transformative potential of artificial intelligence (AI) to enhance operations, products, and services. MHC is committed to responsible, secure, and ethical engagement with generative AI for administrative use within the institution.

2. DEFINITIONS

- **Artificial Intelligence (AI):** is the capability of computational systems to perform tasks typically associated with human intelligence, such as learning, reasoning, problem-solving, perception, and decision-making. It enables machines to perceive their environment and use learning and intelligence to take actions that maximize their chances of achieving defined goals.
- **Authorized AI:** any AI that has been vetted and approved by MHC's Information Technology Services department for use. Specific conditions may still apply, such as limitations on data types and usage scenarios.
- **End User Licensing Agreement:** a contract between a software producer and the eventual user of the product, specifying the terms and conditions of use.
- **Generative AI:** AI systems that produce new content outputs such as text, images, audio, video, or code in response to prompts based on patterns learned from existing data.
- **Institutional Data:** data owned by the college or for which the college is responsible. This includes but is not limited to public, internal, confidential, restricted, personal, and high-sensitivity data as defined in the Data Classification Standard.
- **Public Data:** data that is publicized or can be freely disclosed without any risk to MHC, and without infringing on any individual's right to privacy.
- **Unauthorized AI:** any AI that has not been vetted and approved by MHC's ITS department for compliance with security, privacy, and operational standards.

3. GENERAL

3.1 All applicable MHC policies, procedures, and standards must be followed for all AI use.

3.2 AI use must comply with all provincial and federal laws including information, privacy, and copyright laws as well as the Terms of Service and/or End User Licensing Agreement of the product.

- 3.3 Licenses for AI products must be purchased through ITS, undergo a Privacy Impact Assessment (PIA), and comply with Privacy and Financial Services policies.
- 3.4 When managing contract agreements, employees must confirm any use of AI by contractors or vendors and recognize that the college may restrict or control the use of institutional data in these tools. Employees should be aware that if they choose to use AI generated outputs provided by vendors, they are responsible for resolving any resulting issues.
- 3.5 Decisions involving AI, and the data used are nuanced and can change rapidly depending on context and time. Assessing the responsible use of AI and data is an ongoing process, as a result the standards detailing any guidance and use requirements will be updated frequently.
- 3.6 Individuals are accountable for issues that arise from their elective use of AI in business processes. This includes copyright violations, exposure of institutional data, poor data quality, and any bias or discrimination in outputs.

4. DATA SECURITY

- 4.1 Users must comply with all information and privacy, data classification, and security policies, procedures, standards, legislation, and regulations when inputting institutional data into AI systems.
- 4.2 Users may only input data classified as public into AI systems except those noted in the Authorized AI Standard. Unauthorized AI systems may retain the information submitted to them for their own uses, outside the control of MHC and could constitute a security or privacy breach if any data classification other than public is used.
- 4.3 All suspected or confirmed incidents involving the compromise of internal or personal information resulting from use in an unauthorized AI system must be reported to the Information and Privacy Office and Information Technology Services.

5. RESPONSIBLE USE

- 5.1 Responses from generative AI must not be used verbatim, treated as the sole source, used to issue official statements, solely relied on for making final decisions, or be used to impersonate individuals or organizations.
- 5.2 All AI generated outputs used for MHC business must be subject to human oversight to mitigate potential biases or AI generated inaccuracies.
- 5.3 Generative AI outputs should not be used for purposes related to external relations that could result in copyright infringement.
- 5.4 Responses should not be assumed to be factual, reliable, or ethical and therefore must not be used as evidence or a primary source of data. Responses must be confirmed by a reputable source before being used in factual contexts.
- 5.5 Content created using generative AI tools to form a final work product that will be associated to MHC and distributed externally, must be attributed or cited to protect the college from copyright risk associated with gen AI use. Guidance for citing AI is available through the college's *APA LibGuide* and the *MLA LibGuide*.

ORIGINAL COPY SIGNED

Wayne Resch
Vice-President, Administration and Finance
Date: May 13, 2026

Additional Information	Location
Authorized AI Standard	MHC Website (internal only)/Policy & Procedure SharePoint
Data Classification Standard	MHC Website (internal only)/Policy & Procedure SharePoint

MHC ERM

RISK ID: 4.8 Data, Privacy, and Security