SAIT

AD.2.15.3 USE OF ARTIFICIAL INTELLIGENCE TECHNOLOGIES AT SAIT	
Section:	Administration (AD)
Subject:	Institute and Non-Institute Services
Legislation:	
Effective:	May 7, 2025
Revision:	

PROCEDURE

APPROVED: _____

President and CEO

POLICY

The policy of the Board of Governors is that members of the SAIT community will use SAIT's computing, information and technology resources only for the purposes for which they are intended, and shall be held accountable for their misuse of those resources.

PROCEDURE

DEFINITIONS[1]

Artificial intelligence (AI) Artificial intelligence is the ability of machines, particularly computer systems, to perform tasks that typically require human intelligence. This includes the ability to reason, discover meaning, generalize, or learn from past experiences. AI encompasses a range of technologies and methods, including machine learning, neural networks, deep learning, natural language processing and robotics, enabling machines to understand and process language, recognize patterns, solve problems, make decisions, communicate with other AI technologies and to perform physical tasks like navigating environments.

[1] *For AI-related definitions, refer to The Language of Trustworthy AI: An In-Depth Glossary of Terms (nist.gov). The definition of "bias" is adapted from NIST's work on AI bias: see "Towards a Standard for Identifying and Managing Bias in Artificial Intelligence" (NIST Special Publication 1270, March 2022), at https://nvlpubs.nist.gov/nistpubs/SpecialPublications/NIST.SP.1270.pdf.

Artificial intelligence model	A mathematical framework or computational representation makes predictions or decisions based on algorithms, input data and prompts. It allows machines to process information and respond in a way that mimics human reasoning and perception (outputs).
Artificial intelligence technologies	Systems, models, or tools that apply artificial intelligence to perform tasks typically requiring human intelligence. These technologies process input data to generate outputs such as decisions, predictions, or content. This includes, but is not limited to, AI models that analyze data and produce outputs based on algorithms, and AI tools that generate or modify text, images, audio, video, software code, music or other content in response to user input.
Bias	Systematic and repeatable errors in a computer system that create unfair outcomes, such as privileging one arbitrary group of users over others. This can manifest in the form of skewed results, inaccurate predictions, or decisions that reflect unintended or undesirable preferences, often stemming from the data, algorithms, or human processes involved in developing and deploying the AI system.
Computing, information and technology resources	All hardware, software, data, network access, and computing services provided and managed by SAIT. This includes but is not limited to computer systems, mobile devices, network devices, peripherals/printers, software applications, databases, and electronic information that are owned, managed and/or operated by SAIT, as well as the use of external services such as cloud computing and storage services.
Discrimination	Any act or omission that results in unjust or prejudicial treatment on a prohibited ground. Prohibited grounds of discrimination include race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, or sexual orientation, and any other ground covered in Alberta's human rights legislation.

PROCEDURE

Employee	Any person employed on SAIT's payroll.
Generative artificial intelligence (Gen AI)	A specific type of AI, including Natural Language Processing, Machine Learning and Deep Learning systems, trained on large volumes of information that use algorithms to generate new creative content. Examples include ChatGPT, Google Gemini and Microsoft Copilot, which all have the capability to answer questions, provide explanations and summaries, draft documents, and simulate discussions.
Intellectual property	Any right or protection existing from time to time under applicable laws relating to patents, copyrights, moral rights, trade secrets, trademarks and other types of intellectual property, and includes rights arising under legislation.
Personal information	Recorded information about an identifiable individual and includes, but is not limited to, name, residential address and phone number, personal email address, sex (sex assigned at birth), gender identity, title, pronouns, sexual orientation, religious affiliation, Indigeneity, ethnicity, disability status, languages spoken, immigration status, identification number, education and employment history, health information including documentation of approved accommodations for physical or mental disability, an individual's personal views or opinions and information about an individual's financial matters.
Student	A person currently enrolled in a SAIT program or course.

PHILOSOPHY

The advancement of artificial intelligence (AI) offers immense potential for enhancing the quality of education, research and administrative functions within post-secondary institutions. SAIT recognizes and will harness this potential in a manner that ensures security and that adheres to SAIT's FIRST principles of fairness, integrity, respect, safety and transparency, while fostering innovation, inclusivity and equity in access.

SAIT

PROCEDURE

GOVERNING PRINCIPLES

1. This procedure guides the responsible and ethical use and management of AI technologies at SAIT, so that these technologies support the purposes of teaching and learning and align with SAIT's strategic plan and business operations.

2. This procedure applies to all SAIT employees, independent contractors, researchers, students, volunteers, and other users who have been granted access and connect to SAIT's computing, information and technology systems.

3. This procedure applies to all AI technologies deployed and using SAIT resources and/or SAIT data (as outlined in procedure AD.3.3.1 Data Governance) in relation to:

    a) Administrative functions such as, for instance, admissions, recruitment, student service and facilities management.

    b) Applied research and scholarly research projects and initiatives.

    c) Any applications of AI within SAIT's ecosystem that involve decision-making or authentication and/or biometric identification.

4. AI users must comply with applicable laws and regulations, and with SAIT's policies, procedures and codes of conduct.

5. AI technologies have the potential to improve efficiency both in administrative tasks and in more complex and strategic interactions. Regardless, the use of AI should create opportunities for individuals to interact further with others and to allow for critical thinking to occur. SAIT is committed to working collaboratively with all employees to ensure that changes are implemented thoughtfully, with a focus on job preservation and long-term sustainability.

6. Human oversight, transparency and review must be part of AI use to ensure that fairness, equity and diversity are maintained in any decisions or products influenced by AI outputs.

7. SAIT recognizes that the rapid evolution of AI technologies will require SAIT to regularly review and update its AI-related procedures and processes.

A. Ethical and Responsible Use of Artificial Intelligence Technologies

1. SAIT will strive for transparency in its use of AI technologies. SAIT will ensure that affected parties are adequately informed, as appropriate, about how and when AI is utilized in the contexts of learning, research, teaching and operations. Note that provincial privacy legislation requires notification of individuals if their information will be used in an automated system to generate content or make decisions.

2. The AI user is accountable for overseeing the content generated by AI technologies. This means the AI user must be aware of the limitations of AI and cannot assume that the outputs of AI are true or reliable. AI users should carefully review the content, and strive to ensure that:

    a) The content does not contain material that is discriminatory, offensive, or contains bias.

    b) Intellectual property that SAIT does not own or license is excluded from final work products and AI-generated content is appropriately adapted to ensure it is original and reflective of the AI user's individual contributions.

3. AI should not be approached as something that inherently produces factual information. It is important for an AI user to critically evaluate the information they encounter, regardless of whether it originates from a search engine, a website, or an AI technology.

4. Generative AI sources should generally be used only to create preliminary versions of work products or to generate phrasing suggestions. Note that the use of generative AI sources in the teaching and learning environment is addressed in section C of this procedure and in Schedule A, Use of Artificial Intelligence in Teaching and Learning, an associated document to this procedure.

5. AI-generated content should not be included in final versions of work products unless the use of AI technologies is disclosed and/or attributed and the final output is reviewed to ensure it does not contain any externally-copyrighted elements. Content generated by AI is usually derived from training data comprised of others' intellectual property and should not be published externally to SAIT or shared externally with others.

    See the online resources available through SAIT's Reg Erhardt Library for assistance with attribution of AI-generated content: https://libguides.sait.ca/citation.

6. Externally-copyrighted material should not be uploaded to an AI technology or used to reproduce or generate new works.

7. Human oversight and judgment play a critical role in decision-making processes. AI-generated responses should not be the sole basis for final decisions, as AI may overlook the ethical considerations that human decision-makers offer in complex situations and as AI technologies do not possess the nuanced understanding and context that humans have, which is vital for decisions that align with SAIT's FIRST principles.

B. Privacy and Security

1. All AI users at SAIT are required to review and adhere to SAIT's privacy and security-related policies and procedures, including but not limited to policy AD.1.1 Privacy and its accompanying procedures and policy AD.2.15 Acceptable Use of Computing, Information and Technology Resources and its accompanying procedures.

2. The Information Systems Technologies (ITS) department oversees and assesses all AI-related technology requests, technologies and purposes as part of its management of SAIT's overall technology requirements and its obligation to minimize risk to SAIT and its employees. If an employee or school/department wishes to secure and/or use vendor-developed AI products and solutions for business or educational purposes, they must adhere to the third-party vendor risk assessment process facilitated by the ITS department. Contact its.support@sait.ca for more information.

   Note that the risk assessment process may involve a privacy impact assessment, as SAIT and its employees are required to comply with privacy protection legislation.

3. AI technologies may inspect, use and/or store the data that AI users provide, and AI users must be aware that information submitted to publicly accessible technologies may become publicly available.

4. Data sets that are classified as protected, confidential and restricted, as per procedure AD.3.3.1 Data Governance, may only be used in AI technologies that SAIT manages and where required approvals and consents have been obtained. They must not be used in open source or publicly accessible AI technologies. This can include data such as, for instance, dates of birth, personal contact information, personnel or salary data, credit card numbers, medical records, etc.

5. The use of data for training AI models must be lawfully collected and disclosed, and must comply with SAIT's data governance policies, procedures and processes. The data used should be kept anonymous and securely stored on SAIT servers and/or approved managed services. Refer to procedure AD.3.3.1 Data Governance for further information.

6. AI users are strongly advised not to disclose their own personal or confidential information when using open source or publicly accessible AI technologies to generate responses.

C. Use of Artificial Intelligence Technologies in Education and Research Activities

1. AI-related activities will be guided by SAIT's clear expectations for academic integrity for students, faculty and employees, including transparency and attribution when AI is used in assessment, work or scholarly research activities. SAIT recognizes the need for resources to support faculty and the need for ongoing revisions to SAIT's expectations as the use of AI evolves, to ensure the responsible use of AI while encouraging experimentation with AI for educational improvement.

2. The use of AI technologies in the teaching and learning environment is governed by Schedule A, Use of Artificial Intelligence in Teaching and Learning, an associated document to this procedure.

3. The use of AI technologies in SAIT's applied research and scholarly research activities requires informed consent from the participants. The requirements of procedure AC.4.4.1 Research Requiring Ethics Review must be met.

4. SAIT encourages the sharing of research findings related to AI within the academic community, and collaborative AI research projects both within SAIT and with external partners. However, SAIT data and SAIT intellectual property may not be used in open source or publicly accessible AI systems.

D. Governance and Oversight

1. SAIT will establish an institutional Artificial Intelligence Committee that reports to Management Council and is formally structured with a Chair, cross-functional representation from each of SAIT's divisions and defined objectives. This AI Committee will oversee the implementation of and compliance with this procedure. It will, for instance:

a) Address AI-related concerns and resolve issues raised by members of the SAIT community.

b) Establish guidelines and standards for the development, deployment, procurement and use of AI technologies.

c) Identify new and emerging developments and/or risks in this field, and develop SAIT's responses.

d) In collaboration with other SAIT departments and services, identify, develop and/or implement educational resources to assist employees in their understanding and use of AI technologies in their roles and in the safe usage/utilization of SAIT's data assets.

e) Maintain clear lines of accountability for the results and impacts of using AI technologies.

For further information, see the Terms of Reference, Schedule B, an associated document to this procedure.

E. Training and Resources

1. SAIT will provide resources and training to assist AI users in their understanding and use of AI technologies in their roles.

F. Compliance

1. An employee who fails to comply with this procedure may be subject to discipline under procedure HR.4.4.1 Corrective Action Procedure.

2. A student who fails to comply with this procedure may be subject to misconduct proceedings under procedures AC.3.4.3 Student Academic Conduct or AC.3.4.4 Student Non-Academic Conduct.

ASSOCIATED DOCUMENTS

Schedule A Use of Artificial Intelligence Technologies in Teaching and Learning
Schedule B Artificial Intelligence Committee Terms of Reference

PROCEDURE

POLICY/PROCEDURE REFERENCE

AD.2.15 Acceptable Use of Computing, Information and Technology Resources policy
AD.2.15.1 Acceptable Use of Computing, Information and Technology Resources procedure
AD.2.15.2 Student Digital Identity Management procedure

PROCEDURE