



BRANT HALDIMAND NORFOLK  
Catholic District School Board

# BHNCDSB Guideline for Responsible Corporate Use of **GENERATIVE ARTIFICIAL INTELLIGENCE (GenAI)**

*for all*



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## Summary

The Brant Haldimand Norfolk Catholic District School Board's Guidelines for Responsible Corporate Use of Generative Artificial Intelligence (GenAI) aim to direct staff on how to utilize GenAI tools safely and effectively within administrative and business functions, adhering to existing regulations. Acknowledging both potential risks and benefits, this framework aims to guide sound decision-making to prevent harm and enhance the influence of our Catholic Social Teachings in our work environment.

### **There are three types of Artificial intelligence:**

1. **Reactive** (e.g., virtual assistants [Alexa, Google Assistant, Siri])
2. **Predictive** (e.g., Good Maps, Grammarly, Netflix recommendations, predictive text)
3. **Generative** (e.g., Copilot, Claude, ChatGPT, Gemini, etc)

The guidelines within this document outline our current understanding and best-use practices of Generative Artificial Intelligence (GenAI) in corporate settings. As we navigate this transition, governments, education institutions, organizations, businesses, and individuals alike are feeling the pressures of adjusting to rapidly changing technologies.

“The urgent need to orient the concept and use artificial intelligence in a responsible way, so that it may be at the service of humanity and the protection of our common home, requires that ethical reflection be extended to the sphere of education and law.”- Pope Francis

This document was produced using assistance from Claude, ChatGPT, and Copilot. The content has been thoroughly examined, modified, and refined from any AI-generated outputs. BHNCDSD is accountable for this document.

Questions about this document can be directed to the BHNCDSD IT Security Office or Privacy, Records and Information Management Officer.

## Version History

Due to changes happening at unprecedented speed, these guidelines will be regularly updated to align with technological advancements, privacy and safety standards, laws governing its use, and our improved understanding of this emerging technology. This document will be reviewed and edited by the BHCDSB Student Achievement Consultants for Learning Innovation. We continue to update this document as BHCDSB staff engage in discussion and provide feedback.

The “Version History” table below will give users an at-a-glance understanding of the changes that have occurred since their last viewing.

<b>Edit Date</b>	<b>Version</b>	<b>Addition and Retraction Notes</b>
21/11/2025	2025.01	<ul style="list-style-type: none"><li>• Addition of Version</li><li>• Addition of GenAI Tools</li><li>• Professional Development of Guidelines</li><li>• Updated Intent and Rational Sections</li></ul>

## Acknowledgements

The development of these guidelines is grounded in the corporate framework established by the Waterloo Catholic District School Board, which provides a strong and responsible model for governing the use of emerging technologies. At BHCNDSB, this work has been guided by Whitney McKinley, whose leadership ensured a thoughtful and values-based approach that reflects our Catholic identity and supports the commitments of our Strategic Plan.

The drafting of these guidelines has been a collaborative effort supported by the Superintendent with responsibility for Information Technology, working alongside leaders in Information Technology, Human Resources, Facilities Services, Finance, Procurement and Senior Leadership. This shared approach ensured that the guidelines reflect operational realities across Corporate Services and promote consistent practices that protect the integrity of BHCNDSB operations.

We also acknowledge and appreciate the contributions of staff whose insights and feedback helped shape the guidelines to meet the needs of our board community. Their involvement strengthened the clarity, alignment, and practicality of this document.

## Intention

As a Catholic school board, we leverage artificial intelligence (AI) to enhance operational efficiency, strengthen system-wide support, and improve the overall learning environment. AI serves as a strategic asset that streamlines communication, improves service delivery, and enables staff to prioritize people focused work in support of stronger student achievement. Our approach emphasizes the responsible and ethical use of AI, supported by ongoing staff training, to ensure these tools serve the needs of our organization and the communities we support.

These guidelines outline the mandatory expectations for all Corporate Services staff regarding the use of Generative Artificial Intelligence (GenAI) tools in their professional duties. Staff working in the Office of the Superintendent, Planning, Facility Services, Procurement Services, Transportation Services, and Information Technology Services must follow these requirements to safeguard confidential information, ensure regulatory compliance, and uphold the integrity of BHCNDSB's administrative operations.

This framework supports the BHCNDSB 2023 to 2027 Strategic Plan commitment that "staff experience a positive, healthy, and inclusive workplace," fostering innovation, collaboration, and responsible stewardship of technology in alignment with Catholic values. With Ontario's Bill 194 establishing legal obligations for documenting organizational use of GenAI and ensuring proper staff training, these guidelines form the foundation of BHCNDSB's compliance practices.

All Corporate Services staff are required to review these guidelines annually, complete all GenAI related professional learning, and demonstrate compliance with privacy and confidentiality expectations. Supervisors are responsible for ensuring departmental adherence to these expectations and for maintaining accurate records of GenAI usage as required by legislation. These expectations protect BHCNDSB's operational integrity and support the ethical and transparent use of emerging technologies in service of student achievement and wellbeing.

## Rationale

The development of comprehensive GenAI guidelines is a proactive response to the rapid integration of artificial intelligence within modern workplaces, including educational and administrative environments. Rather than allowing unregulated or inconsistent adoption, this framework provides the clear parameters needed to ensure that AI tools are used responsibly, safely, and in alignment with BHNCDsB's Catholic values and commitments. The BHNCDsB Strategic Plan highlights the importance of innovative, collaborative, and responsive environments for both staff and students. As GenAI becomes increasingly embedded in digital systems, workflows, and communication tools, establishing governance now is essential to protect sensitive information, maintain compliance with legislation such as MFIPPA, and ensure that the use of AI reflects the dignity, equity, and inclusion principles central to Catholic Social Teaching.

By creating clear guidelines, approval processes, and departmental considerations, BHNCDsB reduces the risks associated with ad hoc adoption, including legal, financial, operational, or reputational consequences. These guidelines also reflect the board's commitment to wellbeing, ensuring that staff have clarity, support, and confidence when using emerging technologies, consistent with the Strategic Plan goal of promoting a positive and healthy workplace.

This framework is also an enabling tool. By prioritizing human oversight, applying accuracy checks such as the EVERY framework, and requiring ongoing professional development, BHNCDsB promotes a culture where staff can confidently and effectively use GenAI tools to enhance workflow, communication, and service delivery. This approach positions the board as a responsible leader in educational technology adoption and demonstrates to students, families, parish partners, and the broader community that we remain committed to innovation that strengthens our mission while upholding our Catholic identity.

These guidelines ultimately create a bridge between technological advancement and institutional values, ensuring that the use of GenAI supports BHNCDsB's commitment to excellence in learning, wellbeing, belonging, and stewardship for all.

## What is Artificial Intelligence and Generative AI?

Artificial Intelligence (AI) is an advanced computer technology that can do tasks typically requiring human intelligence. These tasks include understanding spoken language, learning from experiences, and solving complex problems.

Generative Artificial Intelligence (GenAI) is AI that can create unique content across multiple modalities including text, images, audio, and code by taking instructions from users, typically through written prompts and interactive conversation. At its core, GenAI operates through statistical prediction - for example, predicting the next most likely word or pixel based on patterns in its training data. While it can generate seemingly creative outputs, it does not possess true intelligence or understanding like humans do.

GenAI tools have been trained on Large Language Models (LLMs) that sift through massive amounts of data that are available on the internet. It then analyzes vast datasets and identifies complex patterns, a process akin to how humans learn from experience. These models can use this training data to generate content when provided with a prompt.

To maximize the significant benefits AI can offer in administrative functions, staff must possess a foundational knowledge of how these models function. LLMs are distinct from search engines and require a different approach for effective outcomes.

### Multimodal AI

- AI systems that can process and generate content across multiple formats—text, images, audio, and video—are called multimodal. These models enable richer outputs, such as creating a report with embedded visuals or generating video summaries from text prompts.

### Embedded vs. Standalone GenAI

- *Embedded GenAI*: Integrated into existing platforms (e.g., Microsoft Copilot in Word, Excel, Teams) to enhance productivity within familiar tools.
- *Standalone GenAI*: Independent applications (e.g., ChatGPT, Midjourney) that operate outside enterprise systems and often require separate compliance checks.

### Common Corporate Examples

- Drafting emails, reports, and presentations using AI assistants.
- Summarizing meeting transcripts and generating action items.
- Automating data analysis and creating dashboards.
- Producing marketing content such as social media posts or image assets.

## Accountability Framework

As per the [EDSTA](#) (s.5), BHNCDSD must develop, review, and implement an accountability framework for the use of any artificial intelligence system. This includes any third party that uses AI. BHNCDSD must also assess, manage, and report on risks associated with the use of AI tools, services, or embedded features in any product procured or developed by the board. Any use of AI must be documented and communicated to the public. Reporting may require naming which department and which employee is responsible for its use and regulation.

## Supervisor Responsibilities

Managers and supervisors play a critical role in ensuring the responsible implementation and oversight of GenAI tools within their departments. The following responsibilities must be fulfilled to maintain compliance with organizational policies and legal requirements while maximizing the benefits of these technologies.

## Annual Review Requirements

Supervisors must conduct annual reviews of all AI systems being used within their department. These reviews shall assess compliance with organizational policies and legal requirements, identify any potential risks to student welfare or privacy, protect sensitive corporate and staff data, and ensure tools are being used within their intended scope. Any uses that could harm students, violate privacy, compromise sensitive corporate or staff information, or exceed the AI system's intended purpose must be immediately discontinued.

## Direct Oversight and Management

It is the responsibility of the manager or supervisor to provide direct oversight of any AI-enabled tools used within their department. This oversight includes:

- Understanding how each tool functions and its capabilities.
- Observing the tool's impact on departmental operations and outcomes.
- Ensuring all staff receive proper training on AI systems before use.
- Confirming staff understand their responsibilities for protecting privacy, sensitive corporate data, and staff information.
- Maintaining comprehensive documentation of tool usage, training records, and any issues that arise.

## Documentation and Corrective Action

Supervisors must document all reviews, assessments, and any corrective actions taken regarding GenAI tool usage. This documentation serves as evidence of due diligence and provides a record for future reference and compliance auditing. This documentation will occur annually through a standardized Laserfiche form

## Professional Development Requirements for BHCNDSB Employees

Staff will review this GenAI Corporate Guidelines annually or as required with new updates. Employees will engage in professional development of GenAI by attending offered Webinars on Professional Activity Days or as directed by department supervisors or managers. This supports obligatory compliance with Section 2 of the Enhancing Digital Security and Trust Act, 2024 ([Enhancing Digital Security and Trust Act, 2024, S.O. 2024, c. 24, Sched. 1 | ontario.ca](#)) concerning cybersecurity programs, education, and awareness. All corporate staff must maintain foundational AI literacy aligned with BHCNDSB-approved training modules.

## GenAI Tools at BHNCDsb

### Overview

With countless GenAI tools available online, selecting the right one for professional use requires careful consideration. At BHNCDsb, all GenAI tools must undergo a comprehensive review process to ensure they meet our privacy, security, and operational standards while complying with MFIPPA and Bill 194 requirements

### Tool Categories

<b>Approved Tools (green &amp; yellow)</b>	<b>Banned or Blocked Tools (red)</b>
<p>Approved tools have undergone BHNCDsb’s comprehensive review process across four key categories and are classified as ‘green’ or ‘yellow’ to indicate they are appropriate and safe for use.</p> <ul style="list-style-type: none"> <li>• Operational Excellence: Does the tool enhance productivity and meet business needs?</li> <li>• Purchasing: Has proper procurement process been followed?</li> <li>• Information Technology: Does it meet integration and security requirements?</li> <li>• Privacy and Records Management: Does it comply with MFIPPA, Bill 194, and privacy standards?</li> </ul>	<p>Banned or blocked tools have been explicitly identified as harmful to our systems or network security.</p> <p>Access through BHNCDsb WiFi networks has been disabled to mitigate risks.</p>
<p><b>Unreviewed Tools</b></p> <p>Many tools exist that are neither approved nor blocked. While staff may access these on personal devices, they cannot be used for BHNCDsb business purposes and must not be accessed using @bhncdsb.ca accounts.</p>	

## BHNCDSB Approved GenAI Tool

### Microsoft Copilot (status: Approved- Yellow)

**What it is:** An AI-powered chatbot leveraging large language models (LLMs), including GPT-4, that can understand, summarize, predict, and generate content through real-time responses and interactive conversations.

**Who can access it:** All BHNCDSB employees can access the free version included in our Microsoft Enterprise environment. However, BHNCDSB employees with budget authority can purchase the paid Enterprise 365 Suite edition for staff through an IT request.

**Key Security Feature:** Login protection requiring BHNCDSB credentials ensures secure and private interactions.

### Approved Users:

- Support and enhance business operations
- Documentation creation
- Information analysis

### Usage Requirements:

- Login using your @bhncdsb.ca account only.
- All GenAI usage for BHNCDSB work must occur only through board-managed, board-approved accounts. Personal accounts or external AI chatbots must never be used for corporate purposes.
- Limit data sharing -keep inputs general.
- Exclude all identifiable information (names, addresses, birthdays, employee information, confidential data, non-public information).
- Reference policy p.4 for detailed privacy guidelines.

### Important Limitations:

- Outputs require fact-checking
- May contain bias or hallucinations
- Copyright considerations apply
- Data collection timelines may be outdated

## Changes to Existing Tools

### New GenAI Features in Current Applications

Some tools already in use (such as Sparkrock) are incorporating GenAI capabilities, which may change how sensitive and private information is handled.

Many corporate applications now include silent or automatic AI features that may activate without notice. These features must be reported immediately to ensure compliance and protect privacy.

**Required Action:** If you notice or are notified of a new GenAI feature being added to a current tool:

1. **Immediately notify** your direct manager
2. Manager escalates to Executive Council
3. Executive Council addresses with CIO and Team
4. **Follow up** with our supervisor about the final decision

This process ensures all GenAI integrations meet Bill 194 as well as BHNCDSD's privacy and security standards.

## Using Unapproved Tools

### Personal Use Guidelines

If you choose to use unapproved GenAI tools for professional purposes:

- Use personal email address only (never @bhncdsb.ca accounts)
- Absolutely no BHNCDSD sensitive, private, or confidential information
- You assume full responsibility for any issues
- No IT or technical support will be provided
- All MFIPPA and Bill 194 privacy requirements still apply

## Risks of Unreviewed Tools

Even tools that don't require login can present risks by:

- Collecting user information (IP addresses, browsing patterns)
- Creating security vulnerabilities in our systems
- Building BHNCDSD to unwanted contracts through terms and conditions

### Risk and Liability Notice:

- Possible privacy breaches
- No IT support
- Possible report to privacy Commissioner
- Documentation requirements

## Requesting New GenAI Tools

To ensure responsible, transparent, and well governed adoption of Generative AI tools, BHNCDSD will establish a new working group responsible for reviewing and approving all requests for new GenAI related software or applications. This working group will be led by the Superintendent with responsibility for Information Technology, the Manager of Information Technology, a designated leader from Financial Services, and a representative group from Corporate Services. This structure ensures broad operational insight and thoughtful decision making across departments.

This group will evaluate requests using clear criteria related to privacy, security, financial stewardship, and alignment with board operations and values. All end users seeking approval for a new GenAI tool must follow the process outlined below before any tool is considered for BHNCDSD use.

## Pre-Request Checklist

Before submitting a request for a new GenAI tool, employees must complete the following review to ensure the request is necessary, responsible, and aligned with board priorities.

### Needs Assessment

- Have you confirmed whether BHNCDSD already uses a similar tool?
- How many staff members would be impacted?
- Do you have the support of your supervisor?
- What specific benefits would this tool provide compared to existing tools?

### Testing Requirements

- Can you access a demo account?
- Can testing occur with a small group of intended users?
- Are there any accessibility, integration, or technical concerns identified during testing?

### Governance Questions

- Who will be the BHNCDSD employee responsible for monitoring compliance, usage, and accuracy?
- Is the provider a Canadian or American company? (American companies require a completed Procurement Rationale Report Form)
- Have you reviewed the tool's privacy and safety statements and the terms of service?
- Does the tool store, process, or transmit data involving staff, students, or board operations?

## Privacy and Legal Review

All GenAI tool requests must undergo a privacy and legal review to ensure compliance with provincial legislation and BHCNCSB policies.

### Privacy Impact Assessment

- The requestor is responsible for ensuring that a PIA is completed and has a successful outcome that includes usage parameters if applicable.
- Depending on the level of associate risk, external legal review may be required.
- In some cases, Communication or Information Technology Services may be consulted to complete help support the completion of or automate a PIA.
- IT Services may consult with VASP as needed.

### Additional Privacy and Legal Considerations

- Review of data collection practices
- Review of data storage, retention, and deletion practices
- Assessment of jurisdictional considerations, including international hosting
- Alignment with MFIPPA and BHCNCSB security standards

## Budget Consideration

### Cost Thresholds

- **Over \$121,000:** Requires Request for Proposal (RFP) development with Purchasing Manager
- **\$50,000-\$121,000:** Requires three vendor quotes submitted to Purchasing Manager
- **Under \$50,000:** Specify budget source and subscription cost projections

**Contract Management:** All contracts must be reviewed with the Purchasing Manager and receive appropriate approvals.

## Support and Questions

For questions about GenAI tools or the approval process, contact:

- Your direct supervisor or manager
- IT Security Office
- Privacy, Records and Information Management Officer

**Remember:** When in doubt about a tool's approval status, consult with your supervisor before use.

## Ethical Considerations

<h3>Can I Use AI on this Assignment?</h3> <h4>Generative AI Acceptable Use Scale</h4>			
<small>Generative AI refers to any of the thousands of Artificial Intelligence tools in which the model generates new content (text, images, audio, video, code, etc)                      This includes, but is not limited to, Large Language Models/ LLMs such as ChatGPT, Google Bard, etc, Image creators such as Dall-E3, Adobe Firefly, and any tools with built in generative AI capabilities such as Microsoft CoPilot, Google Duet, Canva, etc etc</small>			
	Level of AI Use	Full Description	Disclosure Requirements
<b>0</b>	<b>NO AI Use</b>	This assessment is completed entirely without AI assistance. AI Must not be used at any point during the assessment. This level ensured that student rely solely on their own knowledge, understanding, and skills.	No AI disclosure required May require an academic honesty pledge that AI was not used.
<b>1</b>	<b>AI-Assisted Idea Generation and Structuring</b>	No AI content is allowed in the final submission. AI can be used in the assessment for brainstorming, creating structures, and generating ideas for improving work.	AI disclosure statement must be included disclosing how AI was used. Link(s) to AI chat(s) must be submitted with final submission.
<b>2</b>	<b>AI-Assisted Editing</b>	No new content can be created using AI. AI can be used to make improvements to the clarity or quality of student created work to improve the final output.	AI disclosure statement must be included disclosing how AI was used. Link(s) to AI chat(s) must be submitted with final submission.
<b>3</b>	<b>AI for Specified Task Completion</b>	AI is used to complete certain elements of the task, as specified by the teacher. This level requires critical engagement with AI generated content and evaluating its output. You are responsible for providing human oversight and evaluation of all AI generated content.	All AI created content must be cited using proper MLA citation. Link(s) to AI chat(s) must be submitted with final submission.
<b>4</b>	<b>Full AI Use with Human Oversight</b>	You may use AI throughout your assessment to support your own work in any way you deem necessary. AI should be a 'co-pilot' to enhance human creativity. You are responsible for providing human oversight and evaluation of all AI generated content.	You must cite the use of AI using proper MLA or APA citation. Link(s) to AI chat(s) must be submitted with final submission.

Adapted by Vera Cubero for the North Carolina Department of Public Instruction (NC DPI) from the work of Dr. Leon Furze, Dr. Mike Perkins, Dr. Jasper Roe FHEA, & Dr. Jason Mcvaugh  
 Link to Original Work

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Before using GenAI tools, users must carefully consider, understand, and adjust their use to protect both the privacy of themselves and others, as well as ensure ethical and legal use. GenAI tools can present inaccurate results that may be biased and pulled from intellectual property without your knowledge.

### Summary of Ethical Imperatives for Ontario School Boards

To use AI ethically and responsibly, Ontario school boards must ensure:

- Privacy is protected and compliant with MFIPPA.
- Human oversight remains the standard for all communications.
- Bias and inaccuracy are actively addressed.
- Transparency upholds public trust.
- Training is provided so staff understand risks and responsibilities.
- Equitable, inclusive, and accessible practices guide all AI use.
- Vendors meet ethical and legal expectations for data governance.

## Accuracy and Reliability Concerns

GenAI can produce misinformation and hallucinations. The large sets of data used by GenAI tools have made it easier to create content that is often indistinguishable from that produced by humans. Because these models are calibrated to create original content, inaccurate outputs are possible. For corporate operations, inaccurate information in business documents, reports, or communications can lead to poor decision-making, damaged credibility with stakeholders, and potential legal or financial consequences for BHCNDSB.

## Bias and Alignment with Values

Human biases, inherently present in the process of information generation, can be replicated in GenAI tools. These advanced systems generate outputs based on pre-existing human-created content, including blogs, websites, and other media, which may not always align with our Catholic Social Teachings. Biased outputs could result in discriminatory practices in hiring, communications, or service delivery, potentially exposing BHCNDSB to human rights complaints and undermining our commitment to equity and inclusion.

## Intellectual Property and Copyright Considerations

The legal landscape surrounding generative AI and intellectual property remains unsettled in Canada. GenAI outputs may appear unique but represent compilations of existing work without proper attribution, creating risks of copyright infringement.

## Canadian Heritage 2024/25 Text & Data Mining Clarifications

AI and Copyright Canadian Heritage (2024–25) clarified “text and data mining” exceptions under the Copyright Act. Corporate staff should:

- Confirm whether TDM activities fall under clarified exception before use.
- Obtain licenses or permissions for copyright materials when creating documents, reports, and communications.
- Monitor Canadian Heritage updates for evolving copyright guidance related to AI and generative technologies.

## Key Risks and Requirements

**Legal Uncertainties:** Copyright status of training data, ownership of AI-generated works, and use of unlicensed content remain unresolved.

### Required Practices

- Never input copyrighted material without explicit permission.
- Verify originality of AI outputs for public-facing materials.
- Understand that AI content may inadvertently contain copyrighted elements.
- Be aware that permissible uses may change as legal precedents develop.

Using copyrighted material without permission could expose BHCNDSB to lawsuits and reputational damage. As a public institution, we must model ethical practices in emerging technology use.

## Data Currency and Reliability

A significant issue with GenAI lies in the timing and methods of data collection. The responses generated may be based on information that is out of date. Consequently, these responses might not accurately represent contemporary organizational norms, values, or current events. Outdated information in policy documents, financial reports, or strategic planning could lead to compliance issues, ineffective strategies, and decisions based on obsolete data.

## Environmental Responsibility

GenAI's environmental impact includes significant carbon emissions and water use from energy consumption in data centres. This contributes to climate change and increases greenhouse gas emissions. AI technology presents both significant challenges and opportunities for climate change: while it's an enormous energy consumer, it's simultaneously driving major investments in renewable energy infrastructure. As a Catholic institution committed to caring for our common home, BHCNDSB has an ethical obligation to consider the environmental impact of our technology choices. Additionally, demonstrating environmental responsibility supports our sustainability goals and public accountability as a publicly funded organization.

Environmental Impact of AI, briefly mentioned (Kanungo 2023), but new 2025 data suggest sustainability policies should address *energy use and carbon impact* of AI tools in schools.

## Professional Expertise Requirements

GenAI language models are most effectively utilized by users who have expertise in the relevant subject matter, as these individuals are better equipped to identify and question any inaccuracies that may arise. The "EVERY" framework provides a succinct way to review GenAI outputs. You can learn more about this framework in the "Guidelines for Use" section of the document.

## Ethical Leadership

As professionals, it would be unethical to turn a blind eye to a present and future reality where GenAI is integrated into digital tools and technologies. By engaging with GenAI ethically, staff can ensure that the technology enhances, rather than undermines, the professional experience, promoting a work environment that is innovative, inclusive, and reflective of our evolving digital landscape.

## Misinformation and Disinformation

GenAI tools can create convincing but false content including fabricated text, images, audio, and video. This synthetic content may appear authentic and can be used to impersonate individuals or organization, potentially affecting workplace communications and BHNCDSD's reputation.

## Staff Responsibilities

### Verification Requirements

- Check information against multiple reliable sources before sharing professionally.
- Question content that seems too good to be true, inflammatory, or emotionally charged.
- Verify the source and authenticity of any content before distribution.

### Professional Standards

- Clearly identify when GenAI has been used to create content.
- Never use GenAI to impersonate colleagues, parents, students, or external parties.
- Report suspected misuse of GenAI for harassment or misinformation to your supervisor.

### Response Protocol

- Consult your supervisor when encountering suspected synthetic content in professional settings.
- Follow existing BHNCDSD harassment policies regardless of whether GenAI is involved.
- Document incidents involving potential AI misuse according to board procedures.

## Safety, Security, and Privacy Considerations

Before individuals engage in using GenAI tools, safety, security, and privacy need to be at the forefront. BHCNDSB is bound by Ontario's Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), which guides how the Board implements and manages privacy protections. Some tools may not meet the safety and privacy standards outlined by governance, oversight, or BHCNDSB 's existing policies.

This encompasses terms of use, data collection, consent, and use and sharing of information that has been input into the tool. Privacy rights are engaged when we are dealing with personal information. Personal information is defined as anything that can identify a specific individual, e.g., name, employee number, or even in some cases, an IP address. Depending on the tool, the information that has been submitted can be used to further train it and be shared with other users. This can result in privacy breaches, misuse, and misinformation.

## Current Regulations relevant to the use of AI in corporate settings

- MFIPPA
- PIPEDA
- Education Act
- Employment Standards Act
- Other relevant professional standards and regulations
- Bill 194

## Guidelines for Use

### Corporate Staff Use

The Brant Haldimand Norfolk Catholic District School Board's acknowledges the benefits that technology can bring to enable its daily operating activities. Corporate staff use of GenAI tools is not required. If you intend to use these in your professional practice, please review the following:

GenAI may be used to support and enhance administrative tasks, documentation creation, and information analysis across departments. The content created using GenAI should not replace professional judgment or responsibility over core duties.

#### **When selecting and using a tool:**

- Staff must comply with board policies on ethical technology usage.
- Before use, review the privacy policy. If you have further questions contact the BHNCDSB Privacy, Records and Information Management Officer, or the IT Security Officer.
- Be vigilant of what you share and input within the tool. Limit the amount of data you share, keep it general, and exclude identifiable information (e.g. names, addresses, birthdays, personnel information, confidential data, and information that is not accessible to the public) (APS017 p.4).
- Understand the limitations and risks which include fact-checking, bias, hallucinations, copyright, and data collection timelines.
- Before using a GenAI tool, take time to review best use practices.

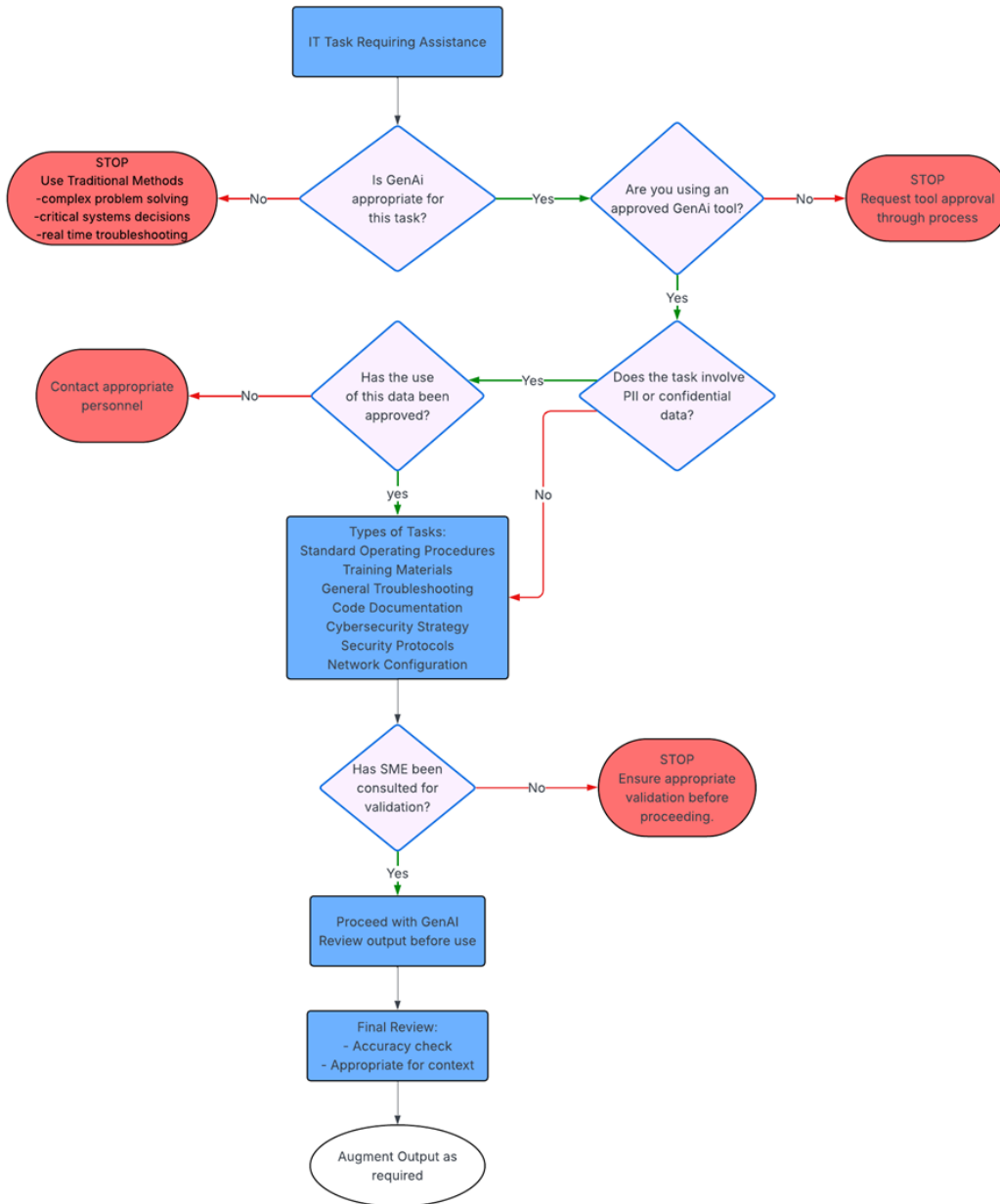
GenAI should not replace professional judgment in critical decision-making processes.

### Department-Specific Considerations

- GenAI can assist with code documentation, troubleshooting common technical issues, and creating standard operating procedures.
- Do not use GenAI for cybersecurity strategy development without expert validation.
- Never input sensitive network configuration details or security protocols into GenAI tools.
- Consider using GenAI for creating training materials for staff on IT systems and security practices.

# Information Technology Services Department

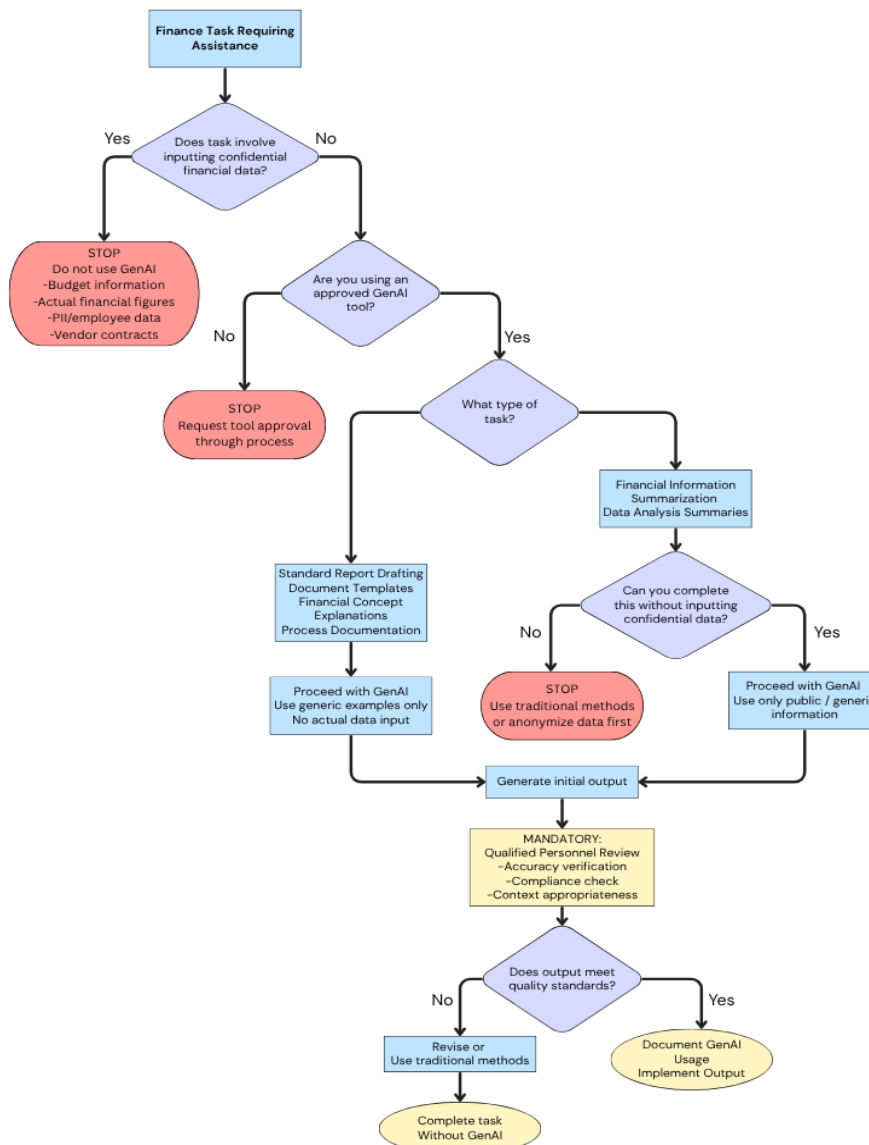
## Information Technology Services Task Requiring Assistance



## Finance Department

- GenAI can help draft standard reports, summarize financial information, and create templates.
- Never input confidential financial data, budget information, or personally identifiable information into GenAI tools.
- All financial documentation created with GenAI assistance must be thoroughly reviewed by qualified personnel.
- Consider using GenAI for explaining financial concepts in clear language for non-financial staff.

### Finance Department Task Requiring Assistance



## Human Resource Services

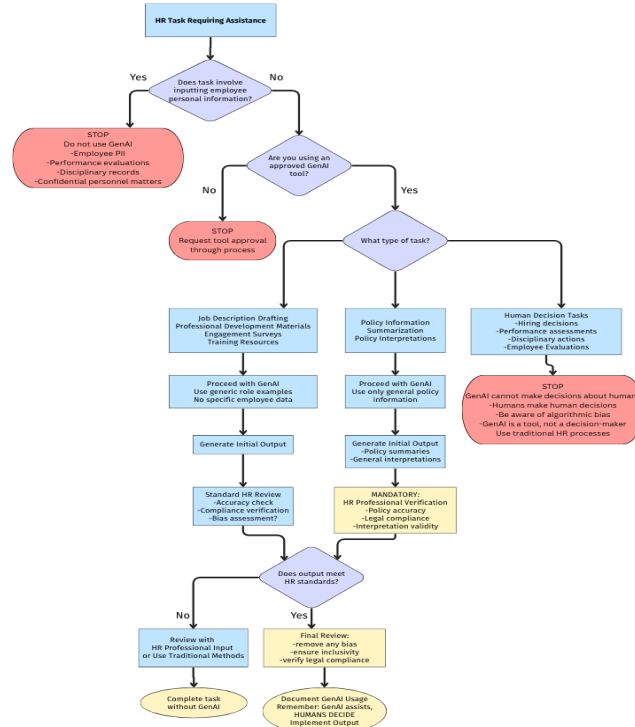
GenAI can support Human Resource Services in several areas such as drafting correspondence, organizing information, creating presentations, and formatting documents, in the areas noted below:

- Recruitment and Selection
- Onboarding and Orientation
- Learning and Development
- Performance and Talent Management
- Employee Relations and Policy Work
- HR Reporting and Analytics

AI can be utilized in Human Resource Services as long as the following criteria is constantly adhered to:

- Must utilize the Board approved GenAI tool (i.e. Microsoft Copilot).
- Never input employee personal information, performance evaluations, or confidential personnel matters into GenAI tools.
- All policy interpretations must be verified by HR professionals to ensure adherence to legislative and collective agreement requirements.

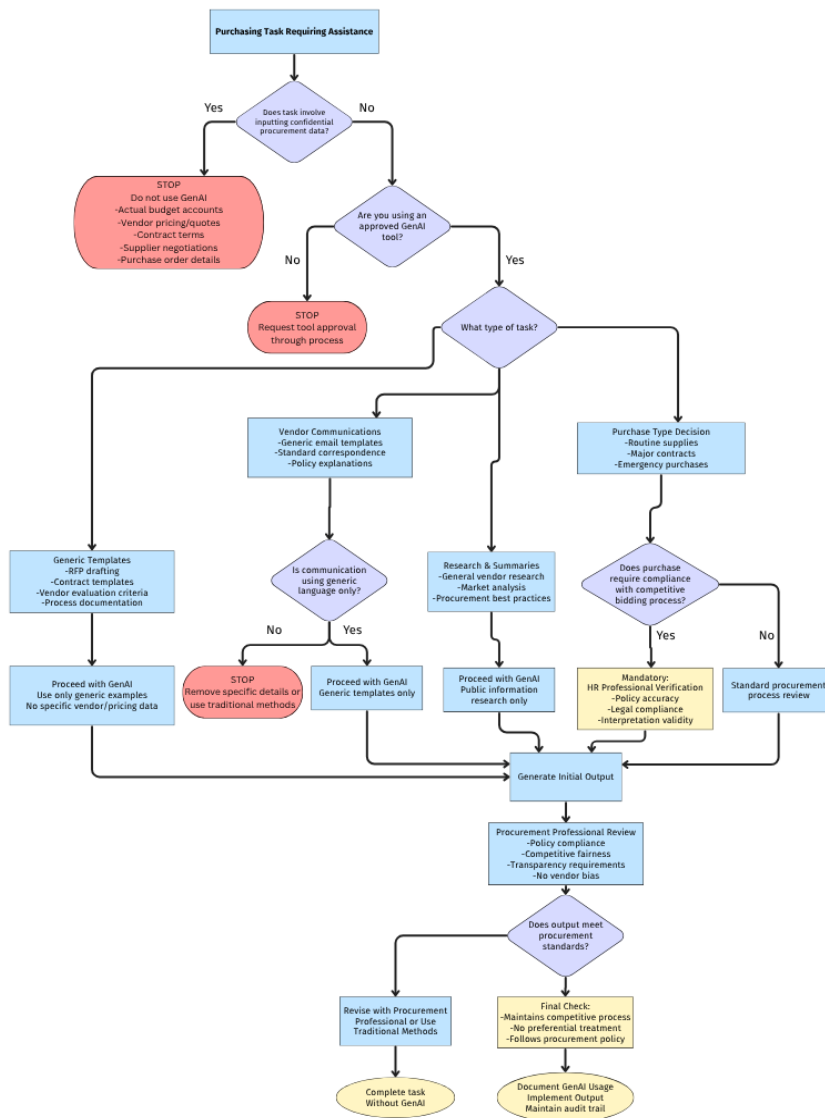
## Human Resource Services Requiring Assistance



## Procurement Services

- GenAI can assist with drafting RFP templates, creating vendor evaluation criteria, researching procurement best practices, and developing standard correspondence templates.
- Never input confidential procurement data including actual budget amounts, vendor pricing, contract terms, or supplier negotiation details into GenAI tools.
- All procurement documentation created with GenAI assistance must be reviewed by procurement professionals to ensure compliance with competitive bidding processes and transparency requirements.
- Consider using GenAI for creating generic procurement process documentation and explaining procurement policies to staff in clear language.

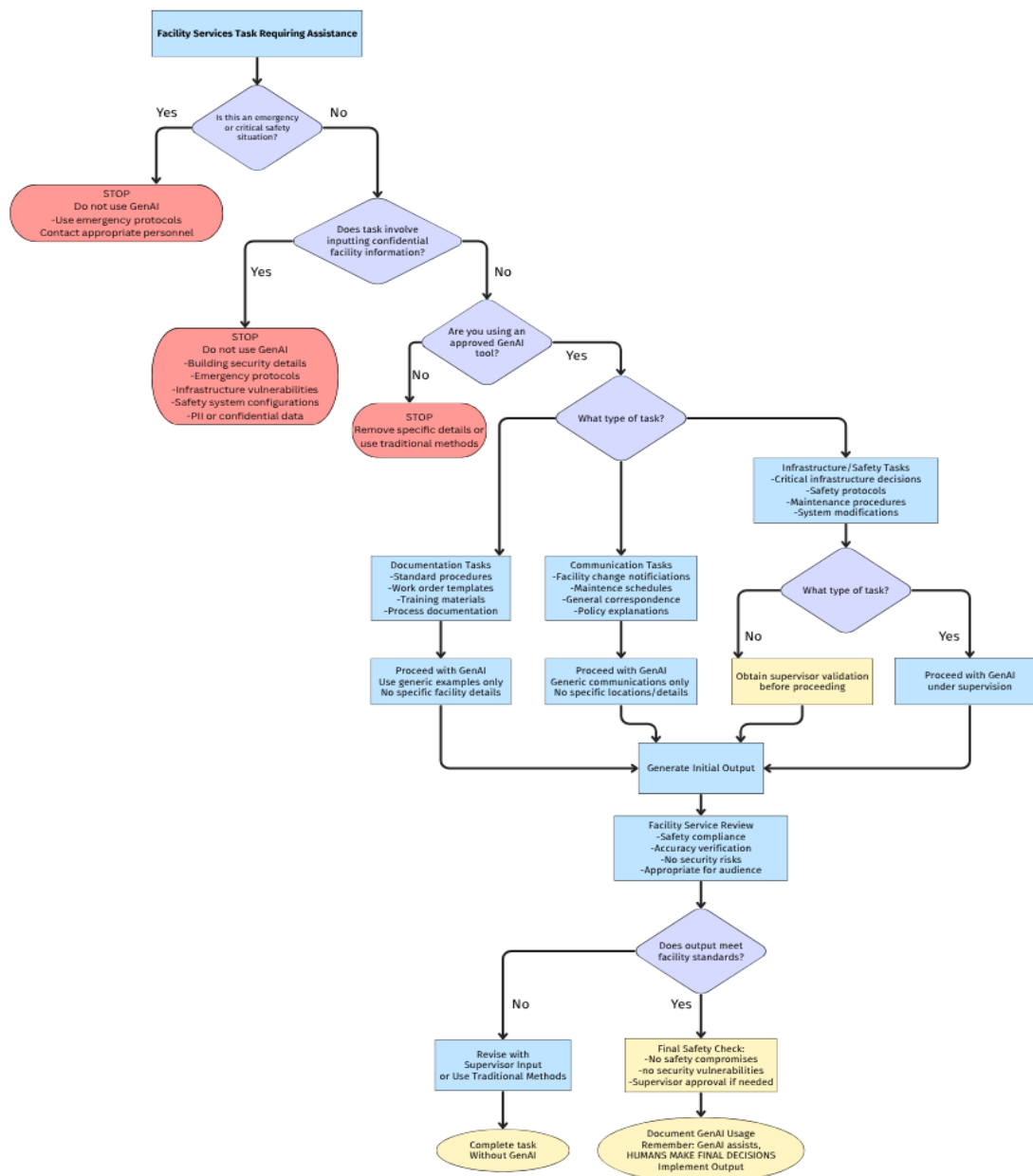
## Procurement Services Requiring Assistance



## Facility Services

- GenAI can assist with documentation of standard procedures, maintenance schedules, and report creation.
- Do not use GenAI for critical infrastructure decisions or safety protocols without expert validation.
- Consider using GenAI for creating clear communication about facility changes or scheduled maintenance.

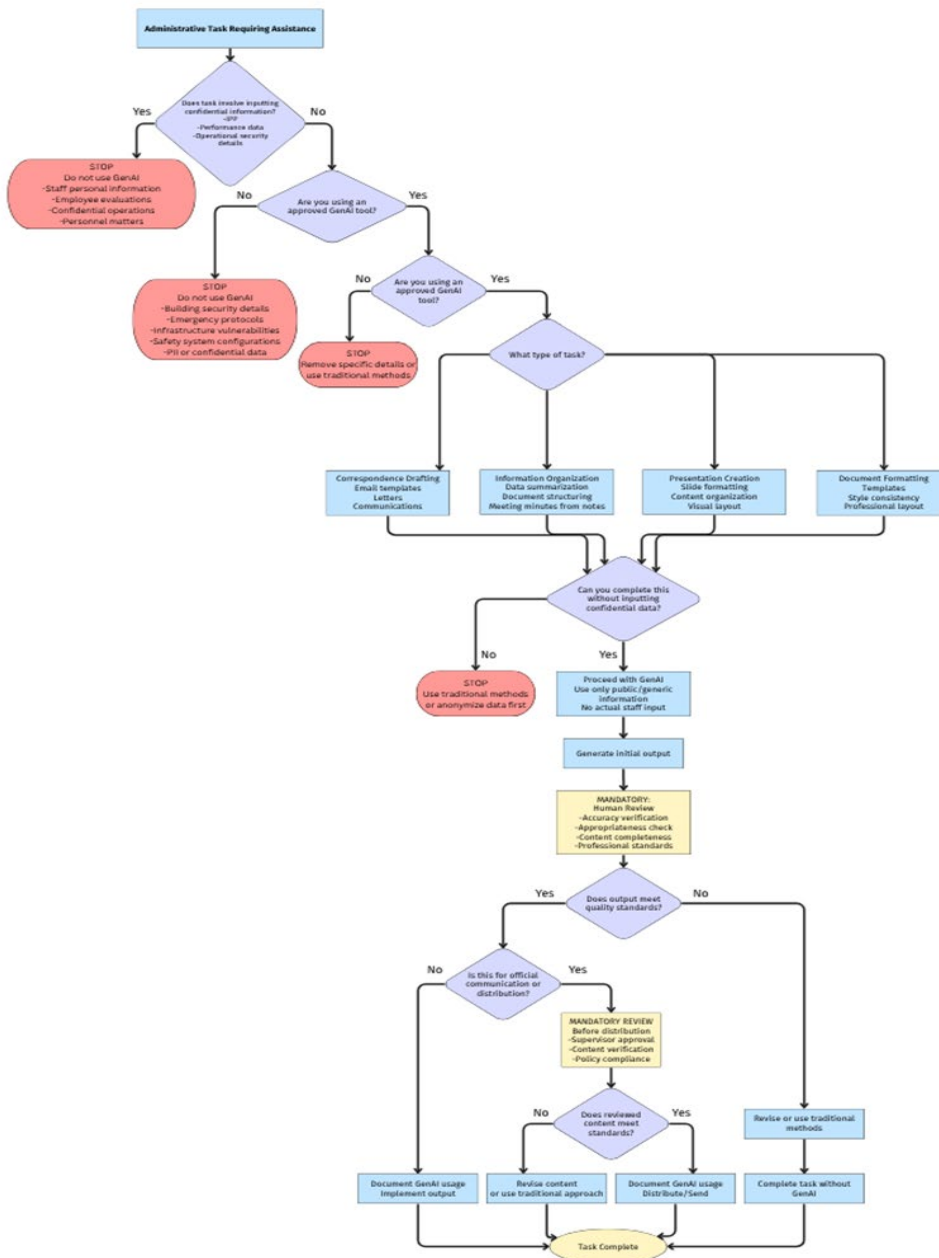
## Facility Services Task Requiring Assistance



## Administrative Support

- GenAI can help with drafting correspondence, organizing information, creating presentations, and formatting documents.
- Never input confidential information about staff or operations.
- All official communications should be reviewed before distribution.
- Consider using GenAI to summarize long documents or create meeting minutes from notes.

## Administrative Task Requiring Assistance Practical Strategies for Corporate Use



## Prompting

Although employing GenAI may seem as easy as entering a question or prompt, the fact remains that obtaining the desired output is not a straightforward process for the user.

Effective prompting includes:

- Use simple, clear, and straightforward language that can be easily understood, avoiding complex or ambiguous wording.
- Include examples to illustrate the desired response.
- Include context for why you are designing your prompt and what you will use the output for.
- Refine and iterate as necessary, experimenting with different variations.
- Be ethical, avoiding prompts that may generate inappropriate, biased, or harmful content.

The [Microsoft Copilot Prompt Gallery](#) is a reliable and recommended resource for effective prompts.

## Document Creation and Review

When using GenAI for document creation:

1. Always start with a clear outline of what you need.
2. Review all GenAI-generated content carefully before use.
3. Verify any facts, figures, or assertions made by the AI.
4. Add appropriate context and organization-specific information.
5. Never rely on AI-generated content for critical decision-making without human verification.

## Fact-Checking Framework (EVERY)

For all GenAI outputs, apply the EVERY framework:

- **E**valuate the source
- **V**erify accuracy
- **E**xamine bias
- **R**evise with judgment
- **Y**our responsibility

## Questions?

Should you have any questions or require further information regarding this document, please do not hesitate to reach out to the IT Security Office or Privacy Officer.

## Appendix - GenAI Corporate Resources

### Professional Development Resources

- [Copilot Prompt Gallery](#)
- [AI for Business Productivity](#)

### Documentation and Citation

- [How to Cite ChatGPT - APA Style](#)
- [How do I cite generative AI in MLA style?](#)
- [How do you recommend citing content developed or generated by artificial intelligence?](#)

### Standardized Citation / Transparency Template

Scenario	Recommended Statement
Reports & Documents	“This report includes content generated with AI tools. All outputs were reviewed for accuracy and compliance with corporate standards.”
Emails	“Portions of this email were drafted using AI assistance and verified for accuracy.”
Presentations	“Slides contain AI-generated visuals and text; all information has been validated.”
Data Analysis	“Data insights supported by AI technology; sources verified as per corporate guidelines.”
Marketing Materials	“ <i>Content and images created using AI-based tools; original data sourced from [source name].</i> ”
Internal Communications	“AI-assisted drafting used for efficiency; reviewed for clarity and compliance.”

## Glossary

**Artificial Intelligence (AI):** AI refers to the capability of computers or algorithms to mimic intelligent human behavior, such as reasoning, learning, and problem-solving. It encompasses a broad field within computer science, focused on developing intelligent machines that can perform tasks that typically require human intelligence.

**Bias in AI:** This involves the tendency of AI systems to produce prejudiced outcomes due to the data they are trained on or the way they are programmed. Bias in AI can lead to unfair or unethical results, reflecting existing human prejudices in their outputs.

**Catholic Social Teachings:** A set of doctrines developed by the Catholic Church, emphasizing social justice, the dignity of human life, and the need for societal structures that support the common good. These teachings advocate for addressing poverty, inequality, and upholding human rights.

**Copyright:** A legal right granted to the creator of original works, including the exclusive right to reproduce, distribute, and display their work. Copyright laws aim to protect creators' intellectual property and encourage the creation of new works.

**Data Privacy:** Refers to the handling of sensitive information, especially personal data, in a way that respects individual privacy and confidentiality. It involves protecting data from unauthorized access, collection, use, or disclosure and ensuring ethical use of personal information.

**Digital Citizenship:** The responsible use of technology by citizens involves the understanding of how to use technology ethically, legally, and safely. It includes awareness of one's digital footprint and the impact of digital actions on oneself and others.

**Digital Literacy:** The ability to use digital technology, communication tools, or networks to access, manage, integrate, evaluate, and create information. It involves the skill to use information ethically and effectively.

**Ethical Use:** In the context of technology and GenAI, ethical use refers to using these tools in a morally sound way, respects individual rights, and does not cause harm. This includes considering the impact of technology on privacy, security, and societal norms.

**Generative Artificial Intelligence (GenAI):** A type of AI that can generate new content or data based on the inputs it receives. GenAI often involves the use of machine learning models to create outputs that are novel and not explicitly programmed.

**Hallucination (in AI context):** Refers to instances where AI systems generate false or misleading information. This can occur due to limitations in the AI's understanding or the data it has been trained on.

**Intellectual Property:** Legal rights that arise from intellectual activity in the industrial, scientific, literary, and artistic fields. These rights allow creators to protect and benefit from their creations.

**Large Language Models (LLMs):** These are advanced AI models trained on vast datasets to process and generate human-like outputs. LLMs can understand and respond to queries, create content, and even engage in conversation.

**Misinformation:** The spread of false or inaccurate information, often without malicious intent. Misinformation can be due to errors, misunderstandings, or lack of information.

**Plagiarism:** The act of using someone else's work, ideas, or expressions without proper acknowledgment or permission, presenting them as one's own. Plagiarism is considered unethical and can violate copyright laws.

**Predictive AI:** AI systems that analyze data to predict future events or outcomes. These systems use historical data and statistical algorithms to forecast what might happen under different scenarios.

**Reactive AI:** A type of AI that responds to inputs and stimuli without retaining or learning from past interactions. It is limited to immediate responses and does not have memory or learning capabilities.