

Brandon University Guiding Principles for the Responsible Use of Artificial Intelligence

These principles apply to the use of Artificial Intelligence (AI) across teaching and learning and research at Brandon University (BU). AI includes generative AI tools, AI-enabled institutional systems, automated decision-support tools, and research or teaching tools that use generative AI. They are intended to guide decision-making at all levels of the institution. Faculties, departments, and administrative units may develop additional guidance aligned with these principles to address discipline-specific, pedagogical, or operational contexts. BU endorses the ethical use of AI and strives to ensure that faculty, staff, and students are well equipped to use AI in informed and responsible ways.

Legal Responsibilities

The use of artificial intelligence (AI) must comply with Canadian privacy law (e.g., the Personal Information Protection and Electronic Documents Act, Manitoba's Freedom of Information and Protection of Privacy Act (FIPPA), and the Personal Health Information Act (PHIA), where applicable), protecting institutional data and the privacy of all faculty, staff, and students.

Personal, confidential, or institutional data must not be entered into AI tools that have not been reviewed or approved through appropriate institutional privacy and security processes. BU will identify and support the use of institutionally approved AI tools where appropriate.

The collection, use, and disclosure of personal information through or in connection with AI tools should only be for appropriate purposes. Particular care must also be taken to protect student work and faculty intellectual property. Faculty, staff, students will not use or input personal or sensitive information or data into tools where such information can be repurposed to train AI models, or disclosed to third parties and other users who should not have such access.

Use of AI for malicious or defamatory purposes could constitute a departure from various institutional policies (e.g., Student Non-Academic Misconduct Policy; Discrimination and Harassment Prevention Policy). For a more detailed discussion, see the Office of the Privacy Commissioner of Canada: https://www.priv.gc.ca/en/privacy-topics/technology/artificial-intelligence/gd_principles_ai/

Human Judgement as Authority for Decision-Making

AI may assist academic work, including teaching and research, but does not replace human responsibility, accountability, or critical thinking for decisions that directly impact faculty, staff, and students.

AI may support but must not independently determine high-stakes academic decisions without meaningful human oversight—including when evaluating student work, assessing teaching, or conducting peer-review, research, and scholarly activities. The technology may support—not replace—human interaction and critical thinking.

AI detection tools must not be used as sole or conclusive evidence in academic decision-making, and their use must comply with institutional privacy and security requirements. The

use of AI at BU must also be guided by the responsibilities, processes, and procedures outlined in our collective agreements and by other institutional policies.

Transparency and Accountability

BU supports the principle of academic freedom, including the ethical use of AI in teaching, research, and institutional work. This freedom is accompanied by a responsibility for transparency and accountability. Use of AI must conform with BU's policy on Academic Integrity and the Responsible Conduct of Research, Scholarship and Creative Work as well as with faculty, departmental, and course guidelines.

Faculty and students commit to disclosing and attributing the use of AI for teaching and learning. Faculty will clearly articulate authorized and unauthorized use of AI in course outlines.

BU commits to following Tri-Agency guidelines and discipline-specific best practices regarding the use of AI in research and service. We will also clearly disclose the use of AI for supporting functions such as advising and academic planning.

Equity, Diversity, Inclusion, Decolonization, Indigenization, Reconciliation and Accessibility (EDIDIRA)

BU is strongly committed to EDIDIRA principles. The use of AI must be scrutinized for biases that may perpetuate or exacerbate existing inequalities, since experts have documented its tendency to reproduce majority views and marginalize minority voices. The use of AI must not become a new form of "digital colonialism" used to oppress or appropriate Indigenous knowledge and traditions.

AI can support accessibility and inclusion for faculty, staff, and students. BU recognizes that access to AI tools and the skills to use them is unevenly distributed and commits to supporting equitable access and critical awareness. We have a responsibility to provide training and professional development to help all BU members make ethical decisions about the use of AI.

AI Literacy and Ongoing Review

AI is a rapidly evolving technology. BU will continue to support professional development and training to promote AI literacy across the institution through the CTLT and other means. BU will endeavour to teach students about the ethical use of AI, including its environmental, societal, and economic impacts and its appropriate use as a tool for learning and research.

The university will actively monitor advancements in AI and revise policies as needed to address emerging concerns. Regular review of the use of AI for academic purposes is necessary to ensure that we continue to meet legal, ethical, and educational standards. Institutional adoption or procurement of AI-enabled systems should include appropriate review of privacy, security, accessibility, bias, and transparency.

Clear mechanisms will be established for faculty, staff, and students to report concerns or potential issues with AI tools. Regular review of AI use across teaching and research is necessary to ensure alignment with legal, ethical, and evolving educational standards around AI.