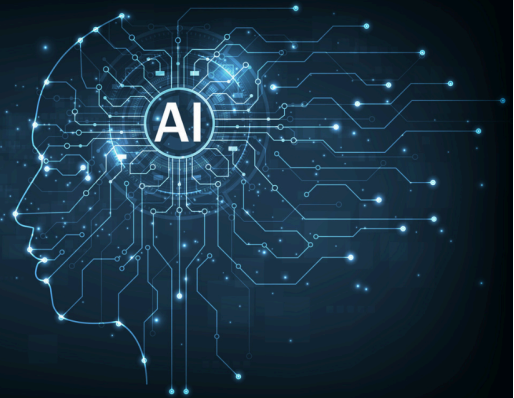


AI Guidelines for Non- Teaching Staff



1.0 Purpose

These guidelines provide non-teaching staff at Peterborough Victoria Northumberland and Clarington (PVNC) Catholic District School Board with a framework for responsible Artificial intelligence (AI) use. This document aligns with the PVNC Catholic AI guidelines established for classrooms, ensuring a consistent approach across the Board. AI has the potential to enhance productivity and streamline workflows, but it also presents challenges related to privacy, security, and ethical considerations. These guidelines align with best practices to support the Board's operational and administrative needs while safeguarding data and maintaining compliance with legal and ethical standards.

2.0 Defining AI

AI is a branch of computer science focused on developing systems that can perform tasks typically requiring human intelligence, such as recognizing patterns, processing language, solving problems, and making decisions. AI can learn from experience, adapt to new information, and improve efficiency in various tasks.

2.1 Types of AI

- **Reactive AI** – Operates based on predefined rules and does not learn from past experiences.
- **Predictive AI** – Analyzes historical data to make forecasts and inform decision-making.

- **Generative AI** – Produces new content, such as text, images, music, or code, based on learned patterns.

As AI is increasingly embedded in various tools and platforms, PVNC Catholic staff should use it cautiously and in accordance with these guidelines.

3.0 Risks and Considerations

3.1 Privacy and Security

- In accordance with Directional Policy 1200 - Records and Information Management, all Records and information received or created in the course of Board business are the property of the Board.
- Staff should never input personal, financial, or confidential data into AI systems, as AI tools process and store information in ways that may not be secure. Many AI platforms retain user inputs, which could lead to unintended data exposure, breaches, or misuse of sensitive information.
- AI-generated content must be carefully reviewed to prevent the unintentional disclosure of private or proprietary information.

3.2 Accuracy and Bias

- AI-generated outputs may contain inaccuracies, outdated information, or biases based on its training data. In some cases, AI tools may produce entirely fabricated information, known as 'hallucinations,' including false citations, misleading data, or incorrect statements. Staff must critically evaluate AI-generated content before relying on it for decision-making and verify all sources of information.
- AI systems can inherit and perpetuate societal biases, which may reinforce stereotypes or misinformation. Staff should remain critical of AI-generated content and verify information from trusted sources.

3.3 Copyright and Intellectual Property

- AI-generated content is often based on pre-existing materials, raising questions about ownership and attribution.
- Staff must ensure compliance with copyright laws and properly attribute any AI-generated content when required.

- Staff should not use AI-generated images in public-facing documents.

4.0 Approved AI Use at PVNC Catholic

PVNC Catholic maintains a list of approved applications on the PVNC Application Portal website. Staff must ensure that any AI tools used in their work are approved and compliant with board policies. Any new AI-powered software must be reviewed before use.

5.0 Responsible AI Use in the Workplace

Staff may use AI as an aid in their work; however, staff are ultimately responsible for ensuring the accuracy, quality, and appropriateness of all outputs.

AI-generated content should be critically reviewed and refined as needed to align with professional standards and Board policies.

5.1 Ethical and Transparent Use

- AI-generated content should be used responsibly, particularly in official communications, to ensure clarity and accuracy.
- AI must not be used to create false representations of individuals or generate misleading information.
- Staff must verify and justify AI-generated content used in professional contexts.

5.2 Productivity and Efficiency

- AI can assist in drafting emails, summarizing reports, and automating repetitive tasks, but human review remains essential.
- AI should be used as a support tool rather than a substitute for critical thinking and professional expertise.
- Staff should maintain a balance between AI automation and personal engagement in their tasks.

5.3 Decision-Making and Communication

- AI-generated content should be carefully reviewed for accuracy and tone before distribution.
- AI insights should supplement, not replace, human judgment in decision-making processes.

- AI may serve as a supplementary tool in decision-making but must not replace human judgment, particularly in decisions affecting staff, students, or Board operations.

6.0 Compliance and Continuous Learning

- Staff should stay informed about AI developments, risks, and best practices.
- Any suspected misuse or security concerns related to AI should be reported to the appropriate department.

7.0 Conclusion

AI offers valuable opportunities to enhance workplace efficiency and streamline operations. By following these guidelines, PVNC Catholic staff can ensure responsible, ethical, and effective AI use while maintaining compliance with privacy, security, and professional standards.