CÉGEP MARIE-VICTORIN

Directive on the Use of Generative Artificial Intelligence (GAI) Systems
April 2026

1. Preamble

Cégep Marie-Victorin recognizes that generative artificial intelligence (GAI) is a powerful tool for innovation, efficiency, and improvement in professional and pedagogical practices. However, its adoption must take place within a responsible, ethical, and secure framework that complies with laws, government requirements, and institutional values.

This policy governs the use of GAI-based systems by the Cégep community. Its aim is threefold: to ensure that such use aligns with the educational mission; to preserve the institution's credibility; and to protect personal and institutional information, and confidential data.

2. Objectives

This directive has the following objectives:

- Ensure the responsible, rigorous, and secure use of GAI systems;
- Ensure compliance with applicable legal, regulatory, and governmental requirements;
- Protect personal, confidential, and strategic information;
- Establish criteria for permitted, conditional, or prohibited uses based on risk level;
- Maintain human oversight and professional judgment in all uses;
- Support training, awareness, and accountability regarding the use of GAI within the college community.

3. Key Principles

All use of GAI is based on the following principles:

- Supportive exploration: GAI is a support tool and is never a substitute for human judgment;
- Rigour and accuracy: the user must validate, correct and take responsibility for all generated content;
- Managing biases and hallucinations: the limitations and risks of AI-generated content systems must be recognized and mitigated;
- Human control: individuals remain responsible for decisions, content, and impacts;
- Transparency and academic, professional, and scientific integrity.

4. Definitions

- **Generative AI (generative artificial intelligence):** the set of techniques used to generate content—such as text, images, audio, or video—using algorithms and big data.
- **Government digital data (GDD):** data created, collected, used, or stored by the CEGEP, including confidential or personal information.
- **PIA:** Privacy Impact Assessment, required from the design phase of a GAI project and updated throughout its lifecycle.
- **Human supervision:** interventions carried out by a qualified person to monitor, validate, or correct the use or results of a GAI system.

5.1 Permitted Uses

Subject to compliance with the above principles and applicable institutional policies, the following uses are permitted:

- Searching for information from public sources, with independent verification;
- Assistance with writing, language editing, translation, or summarizing, without disclosing sensitive information;
- Generating ideas, scenarios, training plans, or pedagogical activities;
- Producing pedagogical or support materials using royalty-free content;
- Producing inspirational visual elements, in compliance with copyright law and institutional practices

Appendix 1: table with examples of use cases. For many of these use cases, certain conditions apply. These conditions are specified in the table in the appendix. Human validation remains a basic requirement for any use of AI.

5.2 Prohibited Uses

The following uses are strictly prohibited:

- Fully entrusting a GAI system with the complete writing of official documents, analyses, recommendations, or decisional reports;
- Providing a GAI system with personal, confidential, strategic, or non-public information;
- Using GAI for automated decisions that impact individuals without human intervention;
- Producing or disseminating content that is misleading, false, or likely to mislead;
- Transcribing or analyzing internal meetings or communications without explicit and appropriate authorization.

6. Governance and Support

Governance and support are provided by the *Comité d'innovation numérique* (CIN) and the managing committee. Governance rules are discussed, proposed, and analyzed by the CIN. The managing committee is the authority responsible for authorizing the use of a GAI system. Its mandate is to establish:

- A list of authorized systems and uses, updated periodically;
- An institutional registry of key GAI projects, systems, and uses;
- Risk analysis mechanisms, including the assessment of privacy-related factors when required;
- Approval rules for high-risk projects, acquisitions, and uses;
- Mandatory or targeted training and awareness activities.

7. Responsibilities

Users are responsible for:

- Compliance with this directive and applicable policies;
- Validating and ensuring the accuracy of generated content;
- Promptly reporting any errors, incidents, or risks to the Information Technology Department.

The Information Technology Department is responsible for implementing, monitoring, and updating this directive.

8. Effective Date and Revision

This directive takes effect on the date of its adoption by the managing committee. It will be revised as needed to reflect changes in technology, the regulatory framework, or institutional practices.

Appendix 1 – Use Case Examples

Administrative Staff

The examples provided are intended to illustrate certain types of possible uses for generative artificial intelligence as part of an institution's administrative activities. They do not constitute an exhaustive list of permitted uses or detailed operational guidelines. Their purpose is to support a general understanding of the contexts in which these tools can be prudently used, as well as situations where special attention or additional support may be required.

Department	Use Case	Concrete Example	Risk Level	Suggested Status	Explanation and/or conditions
Management	Planning a meeting	Generating an agenda	Low	Permitted	No sensitive information present
Management	Drafting an internal memo	Preparing the first draft of a message to teams	Moderate	Permitted under certain conditions	Must be validated by a human before sending
Communications	Editing	Editing a public text for clarity	Low	Permitted	Check for tone and accuracy
Communications	Writing a press release	Creating a draft of an institutional press release	Moderate	Permitted under certain conditions	Must be validated by the communications team

HR	Posting a job opening	Generating a first draft of the job offer	Moderate to high	Permitted under certain conditions	Must be checked for bias, inclusion and HR compliance
HR	Analyzing candidates	Comparing résumés with identifying information	High	Prohibited	Personal information present; bias
Registrar	Responding to a general question	Generating a generic answer regarding the enrollment process	Low	Permitted	No individual file is referenced
Registrar	Processing a student file	Summarizing a student file with identifying information	High	Prohibited	Personal information present; confidentiality is paramount
Student Affairs	Creating an FAQ	Generating general answers regarding services	Low	Permitted	Ensure it is edited by a human
Student Affairs	Analyzing a complaint with identifying information	Summarizing a complaint file containing names	High	Prohibited	Protection of personal information is paramount
Finance	Rewording a procedure	Clarifying steps for a refund	Low	Permitted	Check for accuracy of content
Finance	Analyzing non-identifiable budget data	Summarizing aggregated tables	Moderate	Permitted under certain conditions	Must be checked for sensitive data

Procurement	Creating a specification plan	Generating the document's outline	Moderate	Permitted under certain conditions	Must be revised by the person in charge
Procurement	Contractual clauses	Proposing clauses of a contract	High	Subject to approval	Legal validation required
Information Technology	Summarizing a technical document destined for the public	Producing a cheat sheet with key points	Low	Permitted	Verify technical points
Information Technology	Submitting logs containing sensitive data	Pasting unfiltered logs into an external tool	High	Prohibited	Presents a security/confidentiality risk
General Secretariat	Creating a draft of meeting minutes	Organizing meeting notes	Moderate	Permitted under certain conditions	Must be revised by a human and officially approved
Legal/Governance	Interpreting a law	Requesting a final legal analysis	High	Prohibited	AI is not a substitute for a human legal opinion
Archives/Record Management	Summarizing a rule for public retention	Preparing an internal summary	Low	Permitted	Check that internal rules are met
HR Services	Responding to a disciplinary case	Generating a letter to an identified person with sensitive information	High	Prohibited	Legal/HR validation required; only authorized tool may be used

Faculty

The examples provided are intended to illustrate some possible ways to use generative artificial intelligence in an educational setting. They are not detailed instructional guidelines and should be interpreted broadly in order to account for the diversity of disciplines, teaching approaches, and programs offered within the college system. In all cases, the instructor remains responsible for the pedagogical content, learning activities, and student evaluation.

Activity	Use case	Concrete Example	Risk Level	Suggested Status	Conditions or Precautions
Course Preparation	Generating pedagogical ideas	Generating activity or discussion ideas	Low	Permitted	Must be validated by teacher
Course Preparation	Organizing content	Generating a course plan or session outline	Low	Permitted	Adjust to meet pedagogical objectives
Material Preparation	Rewording pedagogical content	Rewording a text to adapt it to the college level	Low	Permitted	Check for accuracy
Material Preparation	Creating examples	Generating examples illustrating a concept	Low	Permitted	Validate pedagogical content
Material Preparation	Translating pedagogical content	Translating pedagogical instructions or material	Low	Permitted	Revise for language and grammar
Assessment Design	Generating questions	Generating questions for a test or quiz	Moderate	Permitted under certain conditions	Must be validated for pertinence and equity

Assessment Design	Creating different scenarios	Generating fictitious scenarios for case studies	Moderate	Permitted under certain conditions	Must be adapted to pedagogical context
Student Support	Summarizing documents	Summarizing theoretical text or scientific articles	Moderate	Permitted under certain conditions	Must be checked for accuracy
Student Support	Generating alternative explanations	Proposing different ways to explain a concept	Low	Permitted	Adjust for pedagogy
Student Support	Assistance with preparing material	Generating additional exercise examples	Low	Permitted	Validated by teacher
Pedagogical Support	Generating general feedback	Proposing general feedback templates	Moderate	Permitted under certain conditions	Teacher remains responsible for feedback at all times
Pedagogical Support	Clarifying instructions	Editing work instructions for clarity	Low	Permitted	Revise content before sharing
Pedagogical Support	Exploring subjects	Identifying themes or angles for discussion	Low	Permitted	Validate sources
Pedagogical Support	Summarizing general literature	Summarizing general trends in the field	Moderate	Permitted under certain conditions	Sources must be validated
Pedagogical Communications	Creating ads	Generating a draft of message aimed at students	Low	Permitted	Revise content before sharing

Pedagogical Development	Designing activities	Generating project or exercise ideas	Low	Permitted	Adapt to course objectives
Class Use	Illustrating concepts	Using AI to generate examples or fictitious cases	Moderate	Permitted under certain conditions	Limits of AI must be explained to students
Class Use	Demonstrating critical thinking	Illustrating the limits or biases of AI	Low	Permitted	Pedagogical approach to critical thinking
Pedagogical Support	Providing methodology support	Generating examples of work systems	Low	Permitted	Verify and adapt
Assessment	Grading formative evaluations	Giving feedback on results	Moderate	Permitted under certain conditions	Must be verified by a human
Assessment	Grading	Using AI to correct answers	High	Prohibited	Teacher remains responsible for this task