Humber College and Copilot

Best Practice Guide

With the swift rise of open-source AI, Humber College is embracing this new technology in the form of Copilot (formerly Bing Chat Enterprise) to support teaching, innovation and learning for our staff and students. While this is very exciting, it is crucial that we use AI in a mindful way and know the potential risks. AI is always changing, and these guidelines can evolve, but we can offer guidelines that relate to conducting business related tasks for all members of our community, including staff, students, and faculty.

Safety and Ethics

There are some key points we want to highlight to ensure you are using Copilot with your and the college's cybersecurity in mind. To begin, we always want to ensure that we are signed into Copilot using our Humber credentials (username@humber.ca). You will know that you are signed in correctly when the text "Your personal and company data are protected in this chat" appears. Once logged in, here are some examples of what is encouraged and what should be avoided.

What is safe:

- Researching a topic of personal interest (ie. Teaching techniques, hobbies, etc.)
- Testing AI image and art creation
- Idea generation or task management for non-confidential data
- Collaborative project planning and correspondence (ie. Email drafting)

What to avoid:

- Using any sensitive/personal data or student record information
- Decision making tasks that can affect outcomes or operations involving students or the institution
- Replacement for a final judgement or decision-making process
- Any use that violates the college's current standing ethics/security policies

Conclusion

At Humber College, we currently employ specific AI tools for our business operations, and we are committed to further exploring future AI possibilities through our trusted vendors. Our goal is to ensure that these tools align with our standards and needs, allowing us to safely embrace the ever-evolving technology. By following the guidelines mentioned, we can effectively utilize this new tool to enhance our work while maintaining the college's ethical values and policies.