

CCHE-590 (1251-11983)

Technological Fluency & Leadership

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NAU – Professor Brazelton

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Policy regarding use of GenAI

Employee Group – Staff

Established
January 01, 2024Recent
amendment(s)
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Staff Policy Manual

The University of your Choice does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, veteran status, or genetic information in employment or in the application, admissions, participation, access and treatment of persons in instructional programming and activities.

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A-55 – Technology, Policy on Staff use of Gen AI

- I. **PURPOSE.** To set guidelines and rules regarding the use of Gen AI for employee group (Staff) during work hours of accountability.
- II. **APPLICABILITY.** The policies contained in this document apply generally to appointed, classified and non-classified staff/employees. These policies do not apply to contracted employees or student employees/work study students.
- III. **POLICY.**

This policy serves as a guideline for the use of Generative Artificial Intelligence (GenAI) technology utilized by staff members of this institution. These guidelines are to be used as directed to ensure use of this technology results in ethical behavior(s) and excellence resulting in maintaining confidentiality of sensitive information. Adherence to these guidelines guarantees this technology, GenAI, is utilized in a responsible and effective manner.

- a. The AI team is responsible for providing approval for AI tools which are appropriate for business use and compelling cases. Please contact the AI team when exception requests are necessary.
- b. Procuring AI Tools/Software to include free tools available. As per defined in the Information Security Policy, prior to purchasing or acquiring (at cost/free) AI products relying on AI operation the AI team will validate the vendor's product and is responsible for verifying contract language to protect the university from undue risk.
- c. At no time shall a staff member/employee input confidential information into Generative AI tools. The security control and validation is the responsibility of the AI team and any permission must be granted by the team prior to utilization.
- d. At no time shall a staff member/employee input personal information regarding the universities students, employees or stakeholders. The security control and validation is the responsibility of the AI team and any permission must be granted by the team prior to utilization.
- e. It is illegal and unauthorized to input information that violates IP or general contract terms and conditions. It is the responsibility of the employee/staff member to obtain knowledge of the terms and conditions under which the utilization of AI tools are being exercised. It is the responsibility of the employee/staff member to protect IP rights and

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ensure that copyright and patent laws are protected. This will ensure that data protection laws and identity theft crimes are minimized.

- f. Tools used with Generative AI (ChaptGPT,) and Machine Learning Platforms (AWS SageMaker) or any type of image recognition software require licenses that govern digital resources, asserting the use and content is strictly prohibited without prior authorization.
- g. Accuracy in use and output of Generative AI tools. Staff and employees are required to check the accuracy of the information generated by Generative AI, confirmation of accuracy of information generated must be validated through multiple/additional sources. Note that Generative AI can produce information which is inaccurate, biased, and/or fabricated (also referred to as hallucination). Generative AI content may include information which is classified copyrighted material, it is the responsibility of the staff/employee for content published utilizing Generative AI material/information.
- h. Disclosure – You must disclose the use of Generative AI tools. It is the responsibility of the staff/employee to disclose the use and production of written materials or work produced using Generative AI.
- i. Third-Party Intellectual Property Rights. Acknowledge any ideas, quotes or paraphrases which were generated by Generative AI tools, confirm the accuracy of the output and ensure that you are not plagiarizing another party's work or violating intellectual property rights.
- j. Malicious content. Generative AI tools at no time should be used to produce malicious content. To prevent unauthorized access you must ensure that use is not performed to produce malicious content to include malware, viruses, trojan horses or worms. This will prevent any unauthorized access to university networks.
- k. Training systems while using Generative AI systems. The Generative AI systems allows for users to opt out of use of data to train future iterations within the system. When prompted you are required to exercise that option and opt out of training.

Your signature acknowledges that you have read, understood and agree to comply to the policy with the GenAI use policy.

Employee Name: _____

Title: _____

Signature: _____

Date: _____

Chat Log – GenAI platform

Question I asked Chat GPT – Write a policy for stuff for use of Gen AI?**Response:****Policy for Staff Use of Generative AI (GenAI)****1. Purpose:**

This policy provides guidelines for the appropriate use of Generative Artificial Intelligence (GenAI) technologies by staff members. As the use of AI tools becomes more integrated into our work processes, it is crucial to maintain ethical standards, protect sensitive information, and ensure that GenAI is used responsibly and effectively.

2. Scope:

This policy applies to all employees, contractors, and affiliates who use GenAI technologies in their roles within the organization.

3. Acceptable Use of GenAI:

- **Productivity and Innovation:** Staff are encouraged to use GenAI tools to assist with tasks such as brainstorming, content generation, research, report drafting, coding assistance, data analysis, and other activities that enhance productivity.
- **Accuracy & Verification:** Users must verify the accuracy and relevance of AI-generated content before using it in decision-making, public communication, or documentation. GenAI can assist with tasks but should not replace human judgment.
- **Transparency:** Staff must ensure that AI-generated content is clearly identified as such when appropriate, particularly in external-facing materials. Attribution to GenAI tools should be made visible in accordance with organizational standards.
- **Collaboration & Creativity:** GenAI tools should be used as an enhancement to human creativity and innovation. Staff are encouraged to explore new ways that AI can improve workflows, but collaboration with human expertise should always be the priority.

4. Prohibited Use:

- **Sensitive Information:** GenAI must not be used to process or generate content involving confidential or proprietary information without the explicit consent of the organization's designated data protection officer.

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- **Bias and Discrimination:** Staff must avoid relying on AI outputs that perpetuate biases or promote discriminatory content. AI systems should be used in ways that respect diversity, equity, and inclusion.
- **Unethical or Harmful Content:** Staff are prohibited from using GenAI to create harmful, misleading, malicious, or otherwise unethical content, including but not limited to hate speech, misinformation, or content that violates the law.
- **Personal Use:** Personal use of GenAI tools that could interfere with work responsibilities or violate organizational policies is prohibited during work hours or using organizational resources.

5. Data Privacy and Security:

- **Confidentiality:** All staff are responsible for ensuring that AI tools are used in compliance with data privacy regulations, including GDPR and relevant organizational data protection policies.
- **Sensitive Data:** Never input sensitive, confidential, or personally identifiable information (PII) into GenAI platforms unless authorized. Staff must follow the organization's guidelines for managing sensitive data at all times.
- **Third-Party Tools:** If using third-party AI tools, staff must ensure that these tools comply with organizational security standards. Approval from the IT department may be required before integrating third-party AI solutions into workflows.

6. Ethical Considerations:

- **AI Transparency:** Staff should be aware of the ethical implications of AI-generated content. If necessary, staff should seek advice from leadership or the ethics committee when using GenAI in potentially high-risk or ambiguous situations.
- **Accountability:** Staff should maintain responsibility for all content and decisions that involve AI-generated material. It is important that the final outcome reflects the organization's values and principles, even when AI is involved.

7. Training and Support:

- **Ongoing Education:** The organization will provide ongoing training on the ethical and responsible use of GenAI. Staff are expected to attend training sessions and remain updated on best practices, legal guidelines, and technological advancements in AI.
- **Support:** Staff are encouraged to seek support from the IT and legal teams for guidance on the ethical use of GenAI and to resolve any concerns that arise.

8. Monitoring and Compliance:

- **Usage Audits:** The organization reserves the right to monitor the use of GenAI tools to ensure compliance with this policy. Staff should expect periodic audits of AI use to ensure ethical and legal standards are being followed.

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- **Consequences of Misuse:** Non-compliance with this policy may result in disciplinary actions, including but not limited to warnings, retraining, or termination, depending on the severity of the violation.

9. Policy Review:

This policy will be reviewed and updated as necessary to keep pace with technological advancements, legal requirements, and organizational needs. Staff will be notified of any significant changes to the policy.

By signing below, employees acknowledge that they have read, understood, and agree to comply with the GenAI Use Policy.

Employee Name: _____

Signature: _____

Date: _____

This policy is designed to encourage innovation while maintaining ethical standards and legal compliance.