

Artificial Intelligence (AI) Acceptable Use Policy

Purpose:

To provide guidance on the use of AI software. It outlines the boundaries and recommendations for using AI, including defining the purpose of AI, establishing boundaries, and adhering to applicable laws

Prerequisite:

- Microsoft Copilot is the AI software that should be used
- If any other AI software is used, it must be approved and monitored by IT

Who's Responsible:

- This policy applies to all employees, contractors, vendors, and other stakeholders who use AI systems
- It applies to both internal and external AI applications, whether developed in-house or sourced from third parties

Data Handling and Use:

- Users must not input confidential, proprietary, or sensitive company data into AI tools unless explicitly authorized by IT and HR
- It is the responsibility of the employee to verify the validity and credibility of the information produced by AI
- AI generated output must be reviewed before public or business use to prevent the spread of misinformation
- AI tools should not be used to infer private or personally identifiable information without consent
- Employees may not utilize an AI personal account for work related tasks
- Users must respect all legal rules about Copyrighted material
- Employees must report all suspicious output or interactions with any AI based tool immediately to IT. Anything that may put J. Ranck technology hardware, software, and/or networks at risk for a cybersecurity event

Management has the responsibility and authority to take the appropriate steps, up to and including termination, if the employee fails to adhere to these rules.

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