

Policy Type:	Board Policy
Policy No:	113
Title:	Generative AI Usage
Date Adopted:	March 24, 2026
Date Reviewed:	
Date Revised:	

**SUBJECT: GENERATIVE AI USAGE**

I. OBJECTIVE: Generative Artificial Intelligence (Gen AI) applications such as Chat GPT, Gemini, or CoPilot are types of artificial intelligence that can learn from and mimic large amounts of data to create content such as text, images, music, videos, code, and more, based on inputs or prompts. SMPA encourages use of technology, including Gen AI, to increase efficiency and productivity. The purpose of this policy is to outline the proper use of Gen AI tools on personal and company devices and the use of SMPA data to protect employees, contractors, suppliers, members, customers, and the company from harm.

II. POLICY:

- A. SMPA allows the use of Gen AI tools in the workplace and will provide periodic training for employees.
- B. Gen AI is a helpful tool, not a decision-maker, and should not replace human judgment or creativity. Final business decisions, such as those in employment, engineering, finance, or operations must always involve thorough human review.

Generative AI tools are known to provide “hallucinations” and other types of false, misleading, outdated, or biased answers. All Gen AI-generated content must be reviewed for accuracy before relying on it for work purposes. If a reliable source cannot be found to verify information generated by the tool, that information cannot be used for work purposes.

Acceptable uses include:

- General questions and research meant to enhance your understanding on a work-related topic.
- Brainstorming ideas related to projects you are working on.
- Creating formulas for Excel spreadsheets or similar programs.
- Drafting memos, emails, presentations, or letters.
- Summarizing online research.
- Note-taking, proofreading, and editing.
- Other general administrative or routine office tasks.

Unacceptable uses include:

- Use of any Gen AI-generated output as a final product without thorough review.
- Submission of any Highly Confidential (as defined below) information into any Gen AI tool.
- Submission of any Confidential Information (as defined below) to an unapproved Gen AI tool.

- C. Information that is considered Highly Confidential may not be input into any Gen AI tool at any time. Confidential Information can be input only into the approved tools in Section III. Generally, it is best practice to treat all information provided to a Gen AI as if it will be publicly available on the internet and attributed to you personally and/or SMPA, regardless of the settings you have selected within the tool or the assurances made by its creator.

If there is any question regarding whether information should be used, it is the employee’s responsibility to seek approval from their manager or supervisor before inputting such information.

Information is classed as:

1. Highly Confidential Information: Examples include member data, personal information (social security numbers, driver’s license or other government issued identifying numbers), financial account numbers, credit or debit card numbers, health and medical information, health insurance information, biometric data, email or unique identifier with any required security code, access code, or password that would permit access to an online account, or an individual’s first name or initial with the individual’s last name together with any information in this list.
2. Confidential Information: Information that is not public or not Highly Confidential as defined above. Examples include SMPA financial data, revenue forecasts, project plans, contracts, communications or records regarding internal matters, operational details, audits, and assets, training materials and similar documentation, SMPA policies, procedures, and processes, and any information designated “confidential” or other protected information classification by an external party and subject to a current non-disclosure agreement or other agreement.

- D. Gen AI tools must be used ethically and in accordance with all SMPA’s equal employment opportunities and non-discrimination policies. These technologies must not be used to create content that is inappropriate, discriminatory or otherwise harmful to others or the company.
- E. No Gen AI tool may be downloaded, integrated with SMPA software, or otherwise used without the permission of the IT Manager and your Department Head. Employees should seek approval from their supervisor and the IT manager prior to using any tools not listed in IV below.

III. PERMITTED GEN AI TOOLS:

The following Gen AI tools may be used, provided the use aligns with the guidelines in this document:

Approved GenAI Tool	Confidential Information Allowed
OpenAI ChatGPT (free or standard paid version) (general purpose and writing)	No
OpenAI ChatGPT (paid business version) (general purpose and writing)	Yes

Approved GenAI Tool	Confidential Information Allowed
Microsoft 365 Copilot (free enterprise) (general purpose, productivity)	No
Microsoft 365 Copilot (paid enterprise) (general purpose, productivity)	Yes
Google Gemini (general purpose, writing tool)	No
Claude.ai (general purpose, writing tool)	No
Apple Intelligence (productivity, assistant)	Yes
Microsoft Teams (meeting assistant)	No
Zoom (meeting assistant)	No
Zoom (meeting recordings)	Yes - Stored Encrypted
NISC Knowledge Assistance (NISC assistant)	TBD

IV. RESPONSIBILITY: It is the responsibility of each employee to adhere to this policy. It shall be the responsibility of the Supervisors, Managers and General Manager/CEO to see that this policy is implemented and followed. Violation of this policy may result in disciplinary action, up to and including termination of employment.