# Artificial Intelligence (AI) in the Workplace

Artificial Intelligence (AI) tools have the potential to automate tasks, improve decision-making, and provide insights into our operations. However, they also present new challenges regarding information security, data protection, and ensuring equitable and just outcomes. This policy requires that all ESD 123 employees use AI tools securely, responsibly, confidentially, and in a way that promotes the ESD 123 mission. It outlines employee requirements when using AI tools, including evaluating security risks, protecting confidential data, and considering the ethical implications.

All ESD 123 employees shall adhere to the following practices when using AI tools:

- **Ethical considerations**: Employee AI use shall align with ESD 123's Strategic Direction and Culture Playbook and all relevant policies and procedures. Employees must not use AI tools for purposes that could harm individuals, violate privacy, or violate ESD 123 policy and procedures.

- **Use of approved AI tools**: Employees shall only use reputable AI tools approved by the ESD 123 IT Department. The IT Department will determine if the AI tool meets security and data protection standards in the approval of AI tools.
- **Protection of confidential data**: Employees shall not upload or share any confidential, proprietary, or protected data without prior approval from the appropriate department. This includes data related to customers, employees, students, vendors, contracts, ESD financial information, or partners.
- **Access control**: Employees shall not give access to AI tools outside ESD 123 including sharing login credentials or other sensitive information with third parties. Employees must use appropriate access control measures to prevent data misuse.
- **Compliance with policies and procedures**: Employees shall use the AI tool according to the same security practices used for all ESD 123 and customer data and comply with ESD 123's Electronic Resources Appropriate Use Procedures 6516P. This includes using strong passwords, keeping software up-to-date, and following our data retention and disposal policies.
- **Responsible use**: Employees shall recognize that AI tools are designed to assist, not replace, human judgment and expertise. AI should only be used as a supplement to enhance decision-making, not as the basis for important decisions.
- **Accountability**: Employees shall verify the accuracy and appropriateness of AI-generated outputs before using them. Employees are responsible for their work and must consider the implications and regularly assess the impact of their use of AI.
- **Training and awareness**: Employees shall participate in appropriate training on the ethical use of AI tools, which includes understanding their capabilities and limitations, before using AI tools. This training should also cover recognizing AI biases and strategies to mitigate them. Employees should stay informed about updates and best practices related to AI tools.

This policy will be reviewed and updated regularly to remain current and effective. Any revisions will be communicated to all employees.

First Reading: 1/16/25
Second Reading: 2/27/25
Adoption: 2/27/25

## Reference:

Policy 2022 - Electronic Information System (Networks)

Procedure 2022P - Electronic Resources Procedures-Safety Requirements

Policy 2025 - Copyright Compliance

Policy 2027 - ESD 123 Ownership of Staff-Created Work

Policy 6516 - Electronic Resources Appropriate Use

Procedure 6516P - Electronic Resources Appropriate Use Procedures