

Workforce Alliance of South Central Kansas Generative Artificial Intelligence Policy

PURPOSE:

The purpose of this policy is to outline the acceptable use of generative artificial intelligence (AI). The policy is created to protect the safety, privacy, and intellectual property rights of the Workforce Alliance of South Central Kansas (WA). It is adapted from the State of Kansas AI policy.

BACKGROUND:

Generative AI uses advanced technologies such as predictive algorithms, machine learning, and large language models to process natural language and produce content in the form of text, images, or other types of media. Generated content is typically remarkably similar to what a human creator might produce, such as text consisting of entire narratives of naturally reading sentences.

As generative AI technology progresses, chatbots, virtual assistants, and other systems based on it are becoming more prevalent. These can include standalone systems, be integrated as features within search engines, or be overtly or transparently embedded in all manner of other software tools. Examples include ChatGPT and DALL-E from OpenAI, Microsoft Bing's chat, Microsoft 365 Copilot, and Gemini from Google.

Generative AI tools have the potential to enhance productivity by assisting with tasks like drafting documents, editing text, generating ideas, and software coding. However, these technologies also come with potential risks that include inaccuracies, bias and unauthorized use of intellectual property in the content generated. In addition, content created by AI, and the public availability of information submitted to the AI, could pose security or privacy concerns.

POLICY:

This policy shall serve as the primary governing document for usage of generative AI technology. It applies to all business use cases involving the WA, including but not limited to:

- development of software code,
- written documentation (i.e., policy or regulations) and correspondence (such as memorandums, letters, text messages, and emails),
- research,
- summarizing and proofreading documents,
- making business decisions that impact short-term or long-term activities or policies and procedures.

Responses generated from generative AI outputs shall be reviewed by knowledgeable human operators for accuracy, appropriateness, privacy and security before being acted upon or disseminated.

Responses generated from generative AI shall not:

- be used verbatim,
- be assumed to be truthful, credible, or accurate,
- be treated as the sole source of reference,
- be used to issue official statements (i.e. policy or regulations),

- be solely relied upon for making final decisions,
- be used to impersonate individuals or organizations.

Material that is inappropriate for public release shall not be entered as input to generative AI. All information that is provided shall be subjected to the same standard as referenced in the WA's Handling and Protection of Personally Identifiable Information (PII) Policy. Staff may utilize generative AI to assist with resume and cover letter composition only after obtaining consent from the customer. Staff will not retain or save any data from customers within the chosen AI platform.

Material that is copyrighted or the property of another, shall not be entered as input to generative AI.

Generative AI shall not be used for any activities that are harmful, illegal, or in violation of agency acceptable use policy.

WA contractors must disclose in their contracts the utilization of generative AI or integrations with generative AI platforms.

WA contracts shall prohibit contractors from using confidential data in generative AI queries or for building or training proprietary generative AI programs unless explicitly approved by the agency head with consultation.

Contractors utilizing generative AI to build software explicitly for the WA must demonstrate positive control over all data input into the system.

Software code generated by generative AI shall only be implemented after the entity has identified and mitigated all business and security risks related to its use.

All usage of software code generated by generative AI shall be annotated.