

Regulation IFBG-R(2): Internet Acceptable Use

Status: DRAFT

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Responsible Use of Generative AI Policy IFBG, IFBG-R(2)

Generative Artificial Intelligence (Gen AI) refers to networks of computer systems that are capable of generating original content, such as written or visual materials, with minimal human input. The regulation, IFBG-R(2), applies to all employees who use or have access to Gen AI tools, services, or software in the course of their work or while representing the Bibb County School District ("District").

1. **Legal compliance:** Employees must be familiar with and comply with all applicable laws and regulations, including copyright, intellectual property, and data protection laws when using Gen AI. It is strictly prohibited to use Gen AI to create content that infringes on intellectual property rights or violates any laws or regulations. All applicable aspects of the District's Policy IFBG and IFBG Regulation (1) apply to employee use of Gen AI.
2. **Ethical use:** Employees must use Gen AI in an ethical manner and avoid creating content that is offensive, discriminatory, or otherwise inappropriate. It is prohibited to use Gen AI to create content that promotes hate speech, discrimination, violence, harassment, and/or any other form of unethical behavior.
3. **Accuracy and integrity:** Employees must ensure that the content generated using Gen AI is accurate, reliable, and truthful. It is important to verify and fact-check AI-generated content before using or sharing it to avoid disseminating misleading, harmful, or false information.
4. **Human review:** When AI is used to assess student or employee performance, and/or to create student or employee feedback, the AI's content must be reviewed by the instructor or supervisor for accuracy and appropriateness prior to being shared.
5. **Privacy and data security:** Employees must respect the privacy and data security of individuals when using Gen AI. It is prohibited to provide personally identifiable information (PII) of students or staff to a Gen AI tool unless otherwise indicated in its entry in the 1EdTech Apps Directory. It is prohibited to use Gen AI to create content that invades the privacy or confidentiality of individuals, or to use data obtained through Gen AI in a way that violates applicable privacy laws or the District's data protection policies.
6. **Professional judgment:** Gen AI is a tool that should be used in conjunction with human judgment. Employees should exercise professional judgment when using Gen AI and not solely rely on the output of the technology. If there are any concerns about the ethical or legal implications of using Gen AI, employees should consult with their supervisor or the Office of Technology Services for guidance.
7. **AI Usage for Staff:** Certified or classified personnel shall only use the vetted AI applications found in the District's single sign on ("SSO") application to perform duties and responsibilities while complying with items 1-6 listed above. Reference IFBG Regulation 2.
8. **AI Usage for Students:** All students must be educated annually on the Responsible Uses of Gen AI. Once educated and with their teacher's approval and oversight, students may use the District vetted and purchased AI application.
9. **Training and support:** The District will provide training and support upon request to employees who desire to use Gen AI as part of their work duties. This may include training on the responsible use of Gen AI, compliance with applicable laws and regulations, ethical considerations, and best practices for content creation using Gen AI. Requests can be submitted to a supervisor or personnel in the Office of Technology Services.

Consequences of Non-Compliance

Any violation of regulation may result in disciplinary action, up to and including termination of employment, depending on the severity of the violation and in accordance with the District's policies and procedures.
