

**Internal Policies and Procedures
of the
Utah State Board of Education**

Policy #	05-15 Artificial Intelligence Tools
Subject	Policy to address how the agency engages with artificial intelligence (AI) tools
Date Approved	January 23, 2024
Policy Owner	Director of Information Technology
Policy Officer	Deputy Superintendent of Student Achievement
References	AI.gov EU-U.S. Terminology and Taxonomy for Artificial Intelligence

I. PURPOSE AND SCOPE:

1. The purpose of this document is to create a baseline ruleset for the use of generative AI used within the Utah State Board of Education (USBE).
 - a. **Artificial intelligence** refers to computer systems that are taught to automate tasks normally requiring human intelligence.
 - b. **Generative AI** refers to tools that can produce new content, such as text, images, or music, based on patterns they've learned from their training data. This is made possible through "machine learning," a subset of AI where computers learn from data without being explicitly programmed for a specific task. Think of it as teaching a computer to be creative based on examples it has seen. While generative AI tools show great promise and often make useful suggestions, they are designed to predict what is right, which isn't always right. As a result, their output can be inaccurate, misleading, or incomplete. For a more complete list of definitions, see [TeachAI](#).
2. This policy applies to all USBE employees, contractors, and any other person who is notified that this policy applies to them. This policy covers any computing device, be it personally owned or agency owned, while conducting USBE work or connected to the organizational network using any connection method. This includes but is not limited to desktop computers, laptops, mobile devices, and tablets.
3. This document should be expanded upon with additional policies and USBE operating procedures created in tandem with relevant USBE parties.

II. POLICY:

1. General Principles for AI Use

- a. **Empowerment.** The use of AI should support our work at the USBE. We rely on the professional judgment of staff as we explore the benefits of these tools in our work.
- b. **Respect.** Respect for individual rights, privacy, and diverse perspectives is fundamental in the development and utilization of generative AI. We are committed to upholding ethical standards that safeguard the rights and dignity of individuals.
- c. **Fairness.** AI systems can reflect the cultural, economic, and social biases of the source materials used for training, and the algorithms used to parse and process that content can be a source of bias as well. Users and agencies shall ensure that generative AI is used in a fair and equitable manner.
- d. **Transparency.** Our role as public servants depends on the trust of the public. As we employ generative AI, we should acknowledge the sources of our work including the use of AI technology.
- e. **Innovation.** We encourage innovation in the development and implementation of generative AI while adhering to ethical and legal standards. Our commitment to fostering creativity and advancement drives us to explore new possibilities responsibly. Ultimately, we remain responsible for our products and outputs.

2. Responsible use of AI Tools

- a. **Consistent Use.** All use of AI within USBE must follow all existing policies and procedures related to data, applications, and systems including but not limited to:
 - i Privacy policies and procedures
 - ii Software approval requirements
 - iii Security policies and procedures
 - iv Data Analytics and Data Science best practice and policies
- b. **Sensitive information.** When using AI or using AI models, do not enter or share sensitive information or files. Indicate the level of sensitivity by following the “sensitivity label” protocol to be established in the near future.
 - i No private, controlled, or confidential data shall be added to a publicly accessible AI service or training model.
 - ii Material that is inappropriate for public release shall not be entered as input to generative AI tools that have not been explicitly approved for the intended use case.
 - iii Agency contracts shall prohibit vendors from using State of Utah materials or data in generative AI queries or for building or training proprietary generative AI programs unless explicitly approved by the state.
- c. **Information Verification.** Resources from AI outputs should always be reviewed for accuracy and appropriateness. Users must review all output used in outward-facing interactions to ensure quality and accuracy of information. This includes, but is not limited to all data or data sets, official documents, software development, emails, etc.

Always watch for: incorrect facts, events, links, or references; and biased information potentially harmful to vulnerable groups like racial, ethnic, and gender minorities, people with disabilities, etc.

- d. **Disclose.** Appropriately disclosing use of AI mitigates risk if incorrect information gets through. If you use AI to generate content that is publicly shared, label the content as being AI generated. If AI was used for idea generation, there is no need to cite its use. When creating a prompt, request sources and verify their validity. Cite the web sources in APA format. If appropriate, you can use APA format to detail the model or even specify the prompts and methods employed. Samples:

APA Citation: CoPilot, (year). CoPilot [Large language model].
<https://copilot.microsoft.com>.

Content disclosures: "This content was generated with the aid of CoPilot and subsequently revised by Bob Smith."

- e. **Troubleshooting:** Any incident that occurs due to the use of AI should be handled using incident response policies and procedures developed by Information Technology (IT) and privacy offices.
- f. **Additional Resources:**
 - i. The P-12 AI Framework (to be added when complete)
 - ii. Definitions list (see [TeachAI](#))
 - iii. Employee Training: Training on policy will be assigned annually to all USBE employees and contractors.