

Sample Acceptable Use Policy

of ChatGPT and Similar AI Tools

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**Acceptable Use of ChatGPT and Similar AI Tools**

With the emergence of ChatGPT, Bard and other large language model generative artificial intelligence tools, hereinafter collectively referred to as “AI Tools”, many members of our community are eager to explore their use in the university context. This advisory provides guidance on how to acceptably use these AI Tools safely, without putting company, personal, or proprietary information at risk. Additional guidance may be forthcoming as circumstances evolve.

**Allowable Use:**

* Data that is publicly available
* In all cases, use should be consistent with the company’s Acceptable Use Policy

**Prohibited Use:**

* At present, any use of ChatGPT or similar AI Tools cannot use any personal, confidential, proprietary, or otherwise sensitive information. In general, any personal identifiable information, proprietary information, and any other information classified as Confidential or Sensitive must not be used with AI Tools.
* Company “Proprietary Information” includes: (1) business plans, strategies, forecasts, projects, and analyses; (2) financial information and fee structures; (3) business processes, methods, and models; (4) director, officer, employee, customer, and client information (whether past, current or prospective); (5) hardware and system designs, architectures, structure, and protocols; (6) product and service specifications; and (7) manufacturing, purchasing, logistics, sales and marketing information. It also includes the proprietary information of clients and vendors that our team members may be exposed to through our service and business with clients, vendors and prospects.
* Similarly, ChatGPT or similar AI Tools must not be used to generate output that would be considered non-public or proprietary.
* Please also note that the company that owns ChatGPT, OpenAI ,explicitly forbids the use of ChatGPT and their other products for certain categories of activity, including fraud and illegal activities. AI Tools of any sort may not be used for any activity that would be illegal, fraudulent or a violation of any state or federal law, or Company policies.
* Do not install any plug-ins, software or applications that connect to “AI tools”.

**Rationale for the Above Guidance:**

* No Privacy and Security Terms: All content entered into, or generated by, ChatGPT is available to ChatGPT, its parent company, OpenAI, and their employees. There is currently no security or privacy agreement between our Company and OpenAI, Microsoft or other AI Tools. Consequently, use of these tools with confidential information will expose Company, their clients and vendors to the potential loss and/or abuse of sensitive data and information.
* Personal Liability: ChatGPT and other AI Tools use click-through agreements. Click-through agreements, including OpenAI and ChatGPT and other AI Tools’ terms of use, are contracts. Individuals who accept click-through agreements without delegated signature authority may face personal consequences.

For questions regarding the appropriate use of ChatGPT and other AI Tools, please contact your manager and the HR department.

**ACKNOWLEDGMENT:** I have fully read the entire contents of the **Acceptable Use of ChatGPT and Similar AI Tools** and have gained a greater understanding and awareness of the importance of information security and also in protecting organizational assets and information. I also understand that access to company-wide system resources is a privilege and will act professionally and responsibly at all times. Additionally, I agree to adhere to the motto of “If you see something, say something” for helping protect the organization at all times.

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| --- | --- | --- |
| **Employee Signature**   |  | **Date**  |

**Print Employee Name**