



City of Waukesha

Artificial Intelligence Acceptable Use Policy

- I. **Purpose.** The purpose of this policy is to set out principles to help ensure the ethical and responsible use of artificial intelligence to protect individuals, the City and its assets, and the general public.
- II. **Definitions.** For purposes of this Policy, capitalized terms have the following meanings:
- A. **Artificial Intelligence or AI** means generative artificial intelligence, including any software or service capable of creating new content such as text, images, sounds, and videos, based on User input and prompts and using algorithms to identify patterns and generate original outputs that resemble the input it was trained on, used in any way in connection with City of Waukesha business, and regardless of whether a City or personal AI account. AI specifically includes, but is not limited to, chatbots such as OpenAI ChatGPT, Google Gemini, and Microsoft Copilot, and image generators such as OpenAI DALL-E 2, Stability AI Stable Diffusion, and Midjourney.
- B. **Confidential Information** means any of the following:
1. Any information that could be used to identify any particular individual, including graphic images and voice recordings.
 2. Employee personnel file information.
 3. Social Security numbers.
 4. Driver license numbers.
 5. Financial information.
 6. Credit card numbers.
 7. Bank account information.
 8. Protected Health Information (PHI/HIPAA data).
 9. Criminal Justice Information Systems (CJIS) data.
 10. Any information revealing the location of City fiber-optic or other network cables, servers, or other communications systems.
- C. **Device** means without limitation any desktop computer, laptop computer, notebook computer, tablet, mobile phone, smart watch, USB flash drive, external hard drive, external optical-disk drive, SD card or any-other portable data-storage media, monitor, display, printer, hot spot, hub, wireless access point, physical or virtual server, switch, firewall, physical or virtual gateway, router, security sensor, camera, or any other equipment that is able connect in any way with, communicate data of any kind through, or use in any way IT Assets, defined below; whether owned by the City or any other entity or individual.
- D. **IT** means the City of Waukesha Information Technology Department.
- E. **IT Assets** means City-owned, -leased, or -controlled property, whether tangible or intangible, that is used in any way in connection with the generation, collection, processing, storage, transmission, reception, communication, distribution, or other use of analog or digital data. Without limitation, IT Assets specifically include telephone, internet, email, text, wireless,



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video, audio, radio, satellite, mobile, and all other digital or analog communications equipment and infrastructure; data; software; software-as-a-service; applications; cloud storage services; cloud applications; virtual computing platforms; fiber-optic and metallic-wire networks and related facilities; local-area networks, wide-area networks; web sites; social-media sites; IP addresses; URLs; internet domains; peripherals; all City-owned, -leased, or -controlled Devices; and any structures in which any of these items are housed or stored.

- F. User** means any individual who operates a Device or uses IT Assets, regardless of whether that individual is a City employee or not.

III. Applicability. This Policy is applicable to all Users.

IV. Rules of AI Use.

- A.** Only AI that is approved for use by IT may be used.
- B.** AI may be used only after the User has received City-approved training in its use for the specific task being performed.
- C.** Any material that is generated by AI for use in connection with any User's employment by or duties to the City must be identified as such.
- D.** Users shall not represent work generated by a GenAI tool as being their own original work.
- E.** Users shall report all AI use to their supervisors prior to use.
- F.** All materials generated by AI must be proof-read and verified for accuracy before they are used or distributed to others. All sources cited by AI must be verified for authenticity, accuracy, and completeness. No materials generated by AI may be used in any way or distributed to any individuals or entities until they have been so verified. Users shall be responsible for the content of any materials generated by AI at their request.
- G.** Users shall not submit any Confidential Information to AI.
- H.** AI shall only be used in full compliance with all applicable laws, including data protection, privacy, and intellectual property laws.
- I.** Users shall not use AI in any way that is intended to, or reasonably should be expected to, cause any harm to others or violate their privacy.
- J.** Users shall not AI to generate any materials that are obscene, indecent, malicious, or are intended to embarrass or humiliate any person.
- K.** Users shall not integrate any AI tool with any IT Assets. Any such desired integration shall be done only by IT personnel.
- L.** AI shall not be used in connection with any employment-related decisions, including evaluation of applicants or employees, recruitment, hiring, retention, promotions, transfers, performance monitoring, discipline, demotions, or terminations.



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- M.** Users shall act at all times while using AI as if all information inputted will become public and viewed by people all over the world.
- V. Use of Non-Approved AI Tools.** Users may submit requests for use of additional, non-approved AI tools to IT for evaluation. Users must present a valid business case for the use of the tools, including an analysis of whether already-approved AI tools could perform the operations adequately. AI tools may be used only after approval by IT.
- VI. Expectations of Privacy.** When using IT Assets, Users shall have no expectation of privacy. The City may monitor, access, and disclose all information generated and actions performed using City IT Assets.
- VII. Reporting Threats.** Users who are aware of any event which threatens the availability, integrity or confidentiality of City data, or which breaches this policy, shall immediately notify IT or their immediate supervisor.
- VIII. Exceptions.** Exceptions to this Policy may be made only by the IT Director. Requests for exceptions must be accompanied by a justification for the exception, including an analysis of whether existing, approved AI tools will perform the desired operations adequately. Exceptions may be withheld in the sole discretion of the IT Director.
- IX. Penalties for Violations.** Violations of these rules will subject the User to discipline, up to and including termination, as provided in Human Resources Policy G-3.

Passed by the Information Technology Board on the 2nd day of April 2025.

Approved by the Common Council on the 14th day of April 2025.