



City of Waukesha

Artificial Intelligence Acceptable Use Policy

WAUKESHA PUBLIC LIBRARY HUMAN RESOURCES POLICY PROCEDURE

SUBJECT: DRUG-FREE WORKPLACE ACT	Issued: 3813/9/0026	No: G- 79
	Supersedes: 3/12/98	Page: 1 of 13

- I. **Purpose.** The purpose of this policy is to enable safe, ethical, and innovative use of artificial intelligence (AI) to improve efficiency and service delivery while protecting individuals, ~~City Library~~ assets, and the public.
- II. **Definitions.** For purposes of this Policy, capitalized terms have the following meanings:
 - A. **Artificial Intelligence (AI)** means Generative AI tools capable of creating new content (text, images, audio, video) based on user input, including but not limited to chatbots (e.g., Microsoft Copilot, OpenAI ChatGPT, Google Gemini) and image generators (e.g., DALL-E, Midjourney).
 - B. **Confidential Information** means any data that identifies individuals or is regulated (e.g., SSNs, PHI, CJIS data, financial details, network infrastructure).
 - C. **IT** means the City of Waukesha Information Technology Department.
 - D. **IT Assets** means all City-owned or controlled technology resources, including hardware, software, networks, and cloud services.
 - E. **User** means any individual using City or Library IT Assets or AI tools for Library City business.
- III. **Applicability.** This Policy is applicable to all Users.
- IV. **Principles of AI Use.**
 - A. **Transparency:** AI-generated content must be identified as such.
 - B. **Accuracy:** All outputs must be reviewed and verified before use.
 - C. **Privacy:** Never input Confidential Information into AI tools.
 - D. **Compliance:** AI use must follow all applicable laws and City policies.
 - E. **Ethics:** AI must not be used to harm, mislead, or embarrass individuals.
- V. **Rules of AI Use.**



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- A. Only use AI tools approved by IT. Request for additional tools may be submitted with a business case.
 - B. Users must complete City-approved training before using AI for official tasks.
 - C. Users are responsible for validating accuracy and sources before distribution of AI-generated content.
 - D. Users shall not integrate any AI tool with any IT Assets. Any such desired integration shall be done only by IT personnel.
 - E. AI may not be used for employment-related decisions (hiring, performance, discipline).
 - F. Users shall treat all AI prompts as if they could become public.

VI. Approved AI Tools.

- A. Microsoft Copilot
- B. City or Library owned systems with integrated AI features and capabilities

VII. Risk-Based AI Usage Approval

- A. **Low-risk uses** (e.g., summarizing public documents, drafting internal memos): Allowed after training.
- B. **Medium-risk uses** (e.g., public-facing content): Supervisor approval required before posting.
- C. **High-risk uses** (e.g., system integration, sensitive data): IT review required.

VIII. 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. Only legally-authorized individuals or legally-authorized governmental bodies may monitor, access, or disclose confidential information. Confidential information includes, without limitation, information protected by attorney-client privilege, attorney work product, or any other information that must be kept confidential by law.



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- IX. 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.
- X. 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.
- XI. 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 4th day of February 2026.~~

Approved by the ~~Common Council on the 3rd day of March 2026.~~ Library Board of Trustees on August 13, 2026