



Subject: Artificial Intelligence Policy
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ARTIFICIAL INTELLIGENCE POLICY

TABLE OF CONTENTS

SECTION 1.0 PURPOSE2
SECTION 2.0 SCOPE2
SECTION 3.0 DEFINITIONS2
SECTION 4.0 ACCEPTABLE USE OF AI BY AUTHORITY EMPLOYEES3
SECTION 5.0 RECORD OF REVISIONS4
APPENDIX A.....5

SECTION 1.0 PURPOSE

The purpose of this policy is to set forth the requirements for the appropriate, secure and ethical use of Artificial Intelligence (AI) within the Development Authority of the North Country (Authority).

This Policy addresses the general use of AI, including AI that is embedded in enterprise software ((e.g., Microsoft 365, Cisco WebEx) and other publicly accessible AI tools (e.g., ChatGPT and Google's Gemini). The principles in this Policy apply to all AI capabilities used for Authority business.

SECTION 2.0 SCOPE

This Policy applies to all Authority employees. Contractors, interns, and third parties who access Authority systems or process Authority information shall adhere to this Policy under their respective agreements.

SECTION 3.0 DEFINITIONS

ARTIFICIAL INTELLIGENCE (AI)

"AI" refers to any technology, application, website, or tool that simulates aspects of human intelligence to generate or transform content and/or make predictions or recommendations. AI is defined as technology that can take in a set of requests by a human user and provide documents, images, predictions, recommendations, decisions, audio, video, or other responses in return.

CHATBOT

A chatbot is a system designed to mimic human conversation via text or voice. Chatbots can operate in several forms such as those that are based on Generative AI.

CONFIDENTIAL/RESTRICTED INFORMATION

For the purposes of this Policy, Confidential/Restricted Information shall include Authority information that is not intended for public release, including but not limited to internal documents, emails, financial account data, customer and employee information, system configurations, and any data classified as Confidential or Restricted.

GENERATIVE AI

Generative AI creates original content by taking vast amounts of data that it is trained on to provide responses in the form of text, video, code, audio and other outputs.

IMAGE LEARNING

Image learning is the ability to recognize an object, person, place, or other specifics in an image or video.

MACHINE LEARNING

Machine learning is the ability of systems to utilize algorithms, statistics and other data to pick up on patterns and drawn conclusions, which helps the system to modify and improve upon those algorithms, making future predictions and calculations increasingly more accurate.

PERSONALLY IDENTIFIABLE INFORMATION (PII)

Any data that can be used to identify or reach an individual and is otherwise considered private or subject to privacy regulations.

USER

Any person utilizing the Authority network or hardware.

SECTION 4.0 ACCEPTABLE USE OF AI BY AUTHORITY EMPLOYEES

4.1. GUIDELINES

All use of AI must comply with Authority policies and applicable laws and regulations.

Use of AI with PII or any Confidential/Restricted information is prohibited.

Use of AI that aims to leverage PII is strictly prohibited.

AI features embedded in Authority procured software may be used by authorized users. Questions, concerns or insights over the use of such AI should be directed to the user's manager and the Authority's Director of Information Technology.

Procuring or enabling software that contains AI must be approved by the Director of Information Technology prior to purchase or activation.

Publicly accessible AI (e.g., ChatGPT, Chatbots or Generative AI's) may be used in such a manner to enhance productivity and aid in the automation of simple tasks so long as the information provided does not contain PII or Confidential/Restricted Information. AI generated links or attachments do not constitute trusted sources and require user validation before access or distribution.

Any correspondence that includes content fully generated by AI must be cited as such.

Appendix A provides a list of authorized AI programs. Requests for additional tools must be submitted to the Director of Information Technology for review and approval.

4.2. ACCEPTABLE USE OF AI

Examples of acceptable uses of AI include the following:

- General-knowledge based questions meant to enhance your understanding on a work-related topic.
- Brainstorm ideas related to projects you are working on, being careful not to divulge sensitive project specifics.
- Create formulas for Excel spreadsheets or similar programs.
- Develop or debug code; to be reviewed and verified before deployment, removing items such as IP addresses, sensitive network information etc.
- Draft or proofread an email or letter removing items such as names, email addresses etc.
- Summarize online research or to create outlines for content projects to assist in full coverage of a topic.

4.3. UNACCEPTABLE USE OF AI

- Submitting Confidential/Restricted Information, PII or any non-public Authority data into an AI tool.
- Attempting to use AI for unethical, unlawful, discriminatory, or harmful purposes.
- Copying and pasting, typing, or in any way submitting confidential/restricted company content or sensitive data of any kind into the AI chatbot (such as internal documents, emails, reports, customer or employee information, or any other business data).
- Utilizing the Authority network or hardware to access AI tools for personal purposes.
- Failing to properly cite an AI chatbot when used as a resource.

4.4. PERSONAL CONDUCT

AI systems shall be used only for legitimate business purposes and in accordance with Authority policies and applicable law. AI systems shall not be used for any illegal, unlawful, or unethical purposes.

4.5. PERSONAL RESPONSIBILITY

Employees shall assume that the information provided to AI could be viewed by unintended parties. Users of

AI shall comply with all Authority policies, procedures, laws and regulations. As with any other internet facing communications, users should exercise sound judgement and ethics when using AI, and verify outputs for accuracy, bias, and appropriateness prior to use.

SECTION 5.0 RECORD OF REVISIONS

Revision Date	Resolution #
May 28, 2026	created

APPENDIX A

AUTHORIZED AI PROGRAMS

Microsoft CoPilot

Google Gemini

ChatGPT

This appendix provides a non-exhaustive list of Large Language Model (LLM)–based artificial intelligence tools that are currently approved for use under this policy. Approval is contingent upon adherence to applicable data protection, security, and usage requirements as defined in this document.

Inclusion in this list does not constitute endorsement of the tool’s outputs, accuracy, or suitability for all use cases. Users remain responsible for validating outputs, exercising professional judgment, and ensuring compliance with all relevant legal, regulatory, and organizational obligations.

As tools, capabilities, risks, and organizational requirements change, this list is subject to change with them.