



Clockshop's AI Use Policy

Clockshop's Artificial Intelligence (AI) use policy has been developed in line with our values. As a fundamentally human-centered organization that relies on in-person relationships, honest and authentic communications, and ethical and environmental standards in all of our operations, we overall highly limit the use of AI in our work environments. However, we acknowledge that AI can be an important tool in some cases for small nonprofits, and in many cases it is woven into necessary softwares that we regularly use, such as search engines, Adobe products, and word processors. Therefore, we strive to be as transparent as possible in any uses of AI at Clockshop.

This policy provides guidelines on the use of AI tools in the thought process, research, creation, editing, and distribution of both internal and outward-facing services, documents, and projects. The goal is to ensure responsible use while maintaining confidentiality, professionalism, and compliance with Clockshop's standards, ethics, and values. This policy applies to all employees and hired contractors of Clockshop.

Clockshop may re-evaluate this policy and make any modifications or other updates as AI technology and ethical and other related issues evolve over time; any such modifications or updates will be made in line with Clockshop's values.

CORE GUIDANCE

1. The use of AI incurs an environmental impact, which is exacerbating our climate crisis. **Therefore, the use of AI at Clockshop is strongly discouraged when otherwise it is not needed.**
2. Within Clockshop, **AI use is limited to assistive tools**, and generative AI is generally prohibited.
3. Personal data, artwork, photographs, and sensitive information **shall never be fed into any AI models or tools for any reason.**
4. If AI is used, **we will disclose its use transparently.** We will also disclose if no AI is used and link to this policy in an effort to more widely promote a culture of transparency around AI usage.

INTERNAL USES

AI tools may be used for internal uses as specified below and within the terms outlined within this policy.

- The use of AI must be limited to tasks that do not involve confidential, proprietary, or sensitive information.
 - AI shall not be used for conducting new, original research.
 - To protect artists and our community members, personal information, copyrighted artwork or images, and proprietary information must never be fed into any AI models.
 - Employees must transparently disclose any use of AI in the creation or modification of internal documents to their team, including a description of the task AI assisted with.
 - The use of AI should always be extremely limited, and must be reviewed by the relevant Clockshop staff members to ensure it meets Clockshop standards and accuracy.
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OUTWARD USES

- AI tools may be used for assisting in drafting outward-facing documents (e.g., proposals, reports, emails) including for idea generation, word count editing, testing reading level standards, or grammatical assistance.
 - AI shall not be used in the drafting or writing of any final outward-facing language. All final organizational language must be generated by humans and not AI, including press releases, newsletters, website copy, social media content, speeches, book publications, park signage, and more.
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DISCLOSURE

- Disclosure of AI use in documents is required both internally and externally. Employees must notify the relevant team member(s) that AI was involved in summarizing or editing any material and mark its use as a disclaimer on any internal or public documents published by Clockshop.
 - We find it valuable to also disclose if **no AI** was used in the drafting of documents. In all cases, the AI policy can be linked, to better promote transparency around AI usage.
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These AI Uses are generally allowable, if disclosed:

- Data analysis and summary (excluding personal data and sensitive information)
- Meeting synthesis (i.e. Zoom meetings)
- Outline development or idea generation prior to drafting written content
- Assistive AI for editing and word count

- Assistive AI for transcription services
 - Coding small automated internal systems and efficiencies
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These AI Uses are generally prohibited:

- Generative AI for written content
 - Generative AI for images
 - AI in any curricular, educational, or teaching settings with youth
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CORE GUIDANCE

AI tools must not be used to process, store, or share confidential or proprietary data. For example, AI must not be used with any content that includes the personal or demographic data of community or audience members; nor with artwork, photographs, or artistic research materials. Employees are prohibited from using AI tools to generate, summarize, edit, or transmit this sensitive information.

ETHICAL USE OF AI

- AI should supplement, not replace, human judgment. Employees must take full responsibility for the content of any documents produced with AI assistance.
- AI tools should not be used to create deceptive, misleading, or unethical content in any documents, whether internal or outward-facing.
- Employees must be mindful of ethical implications, including fairness, bias, and transparency when using AI.
- The use of AI incurs an environmental impact, which is exacerbating our climate crisis. Increased electricity demand and use of water can over-burden communities and extract from resources. Therefore, the use of AI is strongly discouraged when otherwise it is not needed.

NB: Parts of this AI policy were inspired by that of the Blue Sky Center in Cuyama, with our gratitude for their leadership. <https://www.blueskycenter.org/>



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