

The City of Williamson

Policy Regarding

Acceptable Use of Generative

Artificial Intelligence (AI) / Super Intelligence (SI) Tools

Purpose

The City of Williamson, herein referred to as “the City”, includes all departments and locations such as the Library, Education, and Arts Facility (LEAF), as well as all City owned digital and communication devices, realizes that publicly available applications driven by generative artificial intelligence (GenAI), such as chatbots (ChatGPT, Google’s Bard, Microsoft Bing) or image generators (DALL-E 2, Midjourney, OpenAI GPT Image, Google Imagen/Gemini Image, Flux, Stable Diffusion, Adobe Firefly, Ideogram, Leonardo AI, Canva Magic Media, Recraft, KREA AI, Stocking AI, OpenArt) are impressive and widely popular. While these content-generating tools may offer attractive opportunities to streamline work functions and increase our efficiency, they come with serious security, accuracy, and intellectual property risks.

This policy highlights the unique issues raised by GenAI, helps staff, employees, and elected officials understand the guidelines for its acceptable use, and protects the City’s confidential or sensitive information, intellectual property, commitment to community service, and image. Until such time as the applicable language standard is adopted and codified, the terms Artificial Intelligence (AI), and Super Intelligence (SI) are herein considered to have the same meaning.

Scope

This policy applies to the use of any third-party or publicly available GenAI tools, including ChatGPT, Google Bard, DALL-E, Midjourney, OpenAI GPT Image, Google Imagen/Gemini Image, Flux, Stable Diffusion, Adobe Firefly, Ideogram, Leonardo AI, Canva Magic Media, Recraft, KREA AI, Stocking AI, OpenArt and other similar applications that mimic human intelligence to generate answers, work product, or perform certain tasks. This policy shall also apply to all other GenAI or AI tools formally approved or installed for use by the City of Williamson as may be installed or approved at a future date and may be designated by an AI Policy update.

Guidelines

DO:

- Understand that GenAI tools may be useful but are not a substitute for human judgment and creativity.
- Understand that many GenAI tools are prone to “hallucinations,” false answers or information, or information that is stale, and therefore responses must always be carefully verified by a human.
- Treat every bit of information you provide to a GenAI tool as if it will go viral on the Internet, attributed to you or the City, regardless of the settings you have selected within the tool (or the assurances made by its creators).
- Inform your supervisor when you have used a GenAI tool to help perform a task.

FIRST READING: SEPTEMBER 3, 2026

SECOND READING: OCTOBER 1, 2026

- Verify that any response from a GenAI tool that you intend to rely on or use is accurate, appropriate, not biased, not a violation of any other individual or entity's intellectual property or privacy, and consistent with City policies and applicable laws.

DO NOT:

- Do not use GenAI tools to make or help you make employment decisions about applicants or employees, including recruitment, hiring, retention, promotions, transfers, performance monitoring, discipline, demotion, or terminations.
- Do not upload or input any confidential, or sensitive City information into any GenAI tool. Examples include passwords and other credentials, protected health information, personnel material, information from documents marked Confidential, or Sensitive, or any other nonpublic information that might be harmful to the City if disclosed. This may breach your or the City's obligations to keep certain personnel and citizen information confidential and secure, risks widespread disclosure, and may cause the City's rights to that information to be challenged.
- Do not upload or input any personal information (names, addresses, likenesses, etc.) about any person into any GenAI tool.
- Do not represent work generated by a GenAI tool as being your own original work.
- Do not integrate any GenAI tool with internal City software without first receiving specific written permission from you're the City Clerk, the City's contract IT vendor, and the Mayor and Council.
- Do not use GenAI tools on City devices other than those GenAI tools which may, in the future, be on the approved list from the City Clerk, IT vendor, and the Mayor and Council. Malicious chatbots can be designed to steal or convince you to divulge information.

Training

Staff, employees, and elected officials shall receive training on this policy, AI fundamentals, cybersecurity, accessibility, and ethical use.

Audit and Review

Regular audits and performance metrics ensure AI tools function as intended and comply with policy standards.

Violations

Violating this policy may result in disciplinary action, up to and including termination, and could result in legal action. If you are concerned that someone has violated this policy, report this behavior to the City Clerk or to the Mayor and City Council.

Disclaimer

Nothing in this policy is designed or intended to interfere with, restrain, or prevent staff communications regarding wages, hours, or other terms and conditions of employment or any other rights protected by the National Labor Relations Act.