



# Town of Saugeen Shores

# Gen AI Guidelines

## What is Gen AI?

A subfield of AI that focuses on creating models and algorithms capable of generating new content, such as images, text, music, or even videos. It involves training AI models to learn patterns and characteristics from existing data, then using that knowledge to generate new content that resembles the original data.

## Can I use Gen AI tools at work?

The use of Gen AI tools at work is encouraged due to the fact that they can be very helpful in your daily activities. These tools can help you in a number of ways, for example: they can help you write reports or emails, help you find the right words when you have writers block, they can help you when researching information on the web or help brainstorm ideas for an upcoming presentation you have to give.

## What Gen AI tools are okay to use?

Although tools like ChatGPT are popular, not all tools are built the same from a privacy and security perspective. Because of this the Town recommends one specific GenAI tool for everyday use: **Microsoft CoPilot**

When using any GenAI tool you should follow all the DO's and DON'T's to ensure you are using the tool responsibly

To Access Microsoft Copilot go to this link:

[Microsoft Copilot](#)

<https://copilot.microsoft.com>



## Gen AI “Do’s”

### **Understand the Capabilities**

Take time to familiarize yourself with the functionality and limitations of the AI tool you’re using. This ensures better task alignment and realistic expectations.

### **Focus on Privacy**

Always double-check that no sensitive, confidential, or personal data is inputted into the AI systems where possible.

### **Use Outputs Thoughtfully**

Use AI-generated content as a starting foundation but ensure it undergoes human expert review before final implementation or external dissemination. Take proactive effort to address and remediate biases that may result from AI-generated content.

### **Maintain Records**

Document inputs and outputs when using AI tools for transparency and future accountability. Always cite in your output that part of your document was created using AI. Users are responsible for finding the primary source and verifying information that AI gathers. Please see section 9 of the Acceptable Use Policy for further information.

## Gen AI “Dont’s”

### **Input Sensitive Information**

Avoid using proprietary or sensitive information in generative AI tools, as it may lead to unintended data exposure.

### **Depend too much on AI decisions**

AI tools are aids, not replacements for human judgment—critical decisions should never be solely based on AI data without thorough human due diligence.

### **Ignore Ethical Implications**

Steer clear of uses that may exploit biases in AI algorithms or produce content that is misleading or unethical.

### **Bypass IT Protocols**

Adhere to all IT security protocols, including regular updates and password protections, when accessing AI tools.

## Moving Forward

Embracing AI responsibly empowers us to innovate efficiently while protecting our work environment’s integrity and security. Stay informed and seek help whenever you encounter uncertainties.