



## Early Learning Coalition of Manatee County

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### Artificial Intelligence Policy

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#### **Purpose**

This policy provides guidance on the ethical and responsible use of Artificial Intelligence (AI) tools and technologies within the Early Learning Coalition of Manatee County (ELCMC). It ensures that AI supports our mission while upholding trust, equity, transparency, and data privacy.

#### **Scope**

This policy applies to:

- AI tools used for communication, automation, content creation, data analysis, or decision-making.
- Any individual using AI on behalf of the organization.
- Third-party vendors providing AI-powered services.

#### **Guiding Principles**

##### **Mission Alignment**

AI must be used to support and enhance the ELCMC programs, services, or operations without compromising our vision or human-centered mission.

##### **Transparency**

Whenever AI is used in communication recipients must be informed if the content was generated or assisted by AI.

##### **Human Oversight**

AI-generated content or decisions must be reviewed and approved by staff. AI must not replace human judgment especially in areas involving care, compliance, or legal implications.

##### **Equity and Fairness**

AI tools must be vetted for bias. Staff must not use AI in ways that may reinforce systemic discrimination or marginalize vulnerable communities. It's important to exercise caution when making decisions based on AI data analysis to ensure that ethical AI practices are followed.

##### **Data Privacy and Security**

AI must be used in accordance with our privacy policy and applicable laws (e.g., HIPAA, FERPA, COPPA if applicable). Personally identifiable information (PII) must not be submitted to public AI tools.

##### **Acceptable Uses of AI**

Examples of permitted use include:

- Drafting content for newsletters, reports, or social media (with human editing).
- Automating data analysis for operational reporting.
- Summarizing meeting transcripts.
- Generating ideas for outreach or engagement.



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#### Prohibited Uses of AI

The following uses are not permitted:

- Making eligibility, compliance, financial, or legally binding decisions using AI alone.
- Using AI to impersonate staff or leadership.
- Uploading confidential or sensitive data into AI platforms.
- Creating deceptive content, including "deepfakes" or manipulated media.
- Using AI to monitor staff performance covertly.

#### Plagiarism

AI-generated content should not be used without careful review. AI may rely on existing sources or generate new material, direct copying and pasting of its outputs is not permitted. All content created with the assistance of AI should be reviewed for accuracy, appropriateness, and originality. Even if AI generates text from scratch, using it without acknowledging its origin is unethical, as it misrepresents the source of the work. Special caution must be taken with AI-generated images, as they may inadvertently incorporate or replicate copyrighted material, potentially violating third-party intellectual property rights.

#### Accountability and Review

- Department Directors are responsible for ensuring compliance with this policy.
- Violations may lead to access restrictions or disciplinary action.