ROZSA FOUNDATION AI GUIDELINES

Context and Scope

Artificial Intelligence (AI) tools are becoming increasingly useful and accessible and generative AI tools have become a part of many professionals' workflows. Generative AI tools include those that produce text or images in response to queries. They are an accessible way to interact with large language models (LLMs), AI systems trained on enormous amounts of data. In that training process, LLMs require huge computer resources, data and content, and human data entry. These training requirements each contain ethical considerations that we must bear in mind.

This document sets out general guidelines, as well as forbidden and acceptable uses of AI, to ensure the safety and integrity of staff, our partners, our stakeholders, and our community. At Rozsa Foundation, we value the potential for novel technologies to aid us in our work. However, we are acutely aware of the limitations and ethical problems, specifically as they relate to the arts, of AI systems. These guidelines are in place to ensure that the use of AI at Rozsa Foundation is safe, transparent, and responsible.

The Rozsa Foundation remains committed to a human-centered approach to storytelling, creativity, and decision-making, with AI serving as an assistive tool rather than a replacement. We prioritize transparency and accountability in our use of AI technologies and ensure that our community members and stakeholders are informed about our AI practices.

Note: The following AI usage guidelines are tailored to Rozsa Foundation's context and mission. It reflects the organization's commitment to ethical AI practices and its focus on the essential role of the arts in society, transparency, and positive impact in the arts sector.

It is good practice to keep the following in mind when using AI applications

- When you type into a generative AI interface, such as ChatGPT, you are giving that information to the system's developers.

- AI applications can provide inaccurate information, and all AI output must be carefully checked for errors.

- AI applications replicate the biases of the developers, the data selection, and the data content used for training. Do not consider any AI program or output to be free of bias.

- If you don't want something to be in the public domain, then don't type it into an AI interface.

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Forbidden Uses

AI cannot be used in ways that may undermine Rozsa Foundation's security and reputation. When using AI platforms:

- We do not use AI-generated images in place of recompensed and credited artists' work.

- We do not use AI-generated text to replace human-written stories or narratives about our mission, impact, or community.

- We do not divulge any sensitive information, such as passwords, addresses, email addresses, or phone numbers.

- We do not type out or paste draft contracts, such as employment contracts or contracts with training program faculty or providers.

- We do not type out or paste documents that may contain business-sensitive data, such as draft annual reports, business cases, and accounting reports.

- We do not type out or paste proprietary documents or other information that is not intended for the public eye.

- We do not type out or paste content that is subject to copyright licenses that do not allow for their indiscriminate sharing.

- We do not use AI-generated video content.

- We specifically do not use AI-generated images as a substitute for authentic photographs of our program participants and faculty, funding recipients, community members, or team members.

Failure to comply with this section of the present guidelines will result in disciplinary action and can lead to termination of employment.

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Acceptable Uses

AI programs are powerful tools that can help streamline certain processes, revise text, and structure thoughts. Below are suggested ways the Rozsa Foundation can make the most of AI responsibly.

- We may experiment with using AI to suggest headlines or captions for our social media posts and campaigns.

- We may explore the use of AI to generate ideas for future storytelling, and/or other initiatives that will support and empower the arts sector.

- We may utilize AI as a research or analytical tool to assess our impact, optimize our programs, and identify areas for improvement.

- We may ask for a spell-check to ensure proper grammar

- We may ask for better ways to word a sentence (for example: "What's a better way of saying "our work is to make the arts community stronger and more vital"?"

- We may ask for the outline of reports if it is the first report of the sort (for example: "What's a useful outline of a funding impact report?")

- We may ask for the outline of a blog post for ideas and inspiration (for example: "I need to write a blog post about ethical uses of AI – how could it be structured?")

- We may ask for help with Excel formulas (for example: "I am using Excel. Column A has the price "$10" and column B has the number of theatre tickets offered at this rate ("2"). How do I get the price per ticket in column C?")

- We and/or the artists we collaborate with may use AI tools to inspire creative ideas for our campaigns, promotional materials, and visual storytelling but never to replace the humans trained to create and produce these materials.

At Rozsa Foundation, we value the privacy and intellectual property rights of our employees, partners, and community members. Under Rozsa Foundation's view, all AI outputs resulting from prompts involving information from Rozsa Foundation, as well as the outputs directly relevant to an employee's work, render Rozsa Foundation the rightful intellectual property owner, as per the intellectual property clause in your contract.