

	Alabama Generative AI Acceptable Use Policy		
AI-GV-P2			
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BACKGROUND

Generative Artificial Intelligence (AI) is a set of technologies, systems, and algorithms using machine learning techniques in response to user inputs to create new content such as code, images, text, simulations, videos, 3-D objects, etc., and/or deliver predictions, recommendations, or decisions influencing real or virtual environments. Some examples below are:

- Textual (ChatGPT, Bard, etc.)
- Visual (Canva, DALL-E, etc.)
- Spoken (Polly/LEX, ElevenLabsM4t, etc.)
- Musical (Amadeus Code, etc.)

Generative AI poses risks such as data inaccuracies, embedded risk, unauthorized use or presentation of sensitive data or intellectual property, security, and/or privacy exposures.

GOVERNANCE

This document is governed by the IT Governance policy which provides the following requirements:

- a. Roles and Responsibilities
- b. Policy Control Application
- c. Policy Compliance Requirements
- d. Policy Exceptions and Exemptions
- e. Policy Reviews and Updates

SCOPE

This policy authorizes acceptable and responsible use of Generative AI.

APPLICABILITY

This policy is based on National Institute of Standards and Technology (NIST) Artificial Intelligence (AI) Risk Management Framework Version 1.0 (RMF v1.0) and noted sources below. This policy covers all State information and information systems including those used, managed, or operated by a contractor, employee, agency, or other organization on behalf of the State. This policy applies to all State employees, contractors, and all other users of State information and information systems supporting the operations and assets of the State.

IT activities shall require adherence to this policy and include but are not limited to the following:

- **Development:** Creating, integrating, or acquiring AI systems and models.
 - Coding (software development, enhancement, modification, etc.)
- **Deployment:** Integrating AI systems into operational workflows.
- **Use:** Utilizing AI systems to assist in decision making.
 - Writing policies, legislation, regulations, emails, texts, memorandums, etc.
 - Proofreading any written communication or media.
- **Attestation:** Agencies implementing Generative AI will be required to provide periodic attestation to OIT stating they are continuing to meet the regulations and guidelines stated within the NIST AI RMF v1.0.

Sources:

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- NIST AI RMF v1.0
- U.S. AI Safety Institute Workshop data (NIST action)
- U.S. Government Accountability Office (U.S. GAO) AI Accountability Framework
- U.S. Department of State (CT:DATA-2; 04-24-2023) (Office of Origin: M/SS/CFA)
- U.S. White House, Executive Order on the Safe, Secure, and Trustworthy Development and Use of Artificial Intelligence

RESPONSIBILITY

Generative AI-derived content must be reviewed by appropriately knowledgeable and trained human agents or operators for security and resilience, privacy, accuracy (validity, reliability, and robustness), appropriateness (accountable and transparent), understandability (explainable and interpretable), and fairness, with the potential for harmful bias managed prior to subsequent execution, action, publication, or dissemination.

Generative AI shall not be used for any activity that is harmful, illegal, or in violation of State policies, standards, or procedures. Material inappropriate for public release and/or copyrighted material shall not be used as any type of input for Generative AI. Additionally, any output of Generative AI shall not be:

- Assumed accurate, truthful, or credible until verified by the human operator.
- The sole source of reference.
- Used for official statements (e.g., media dissemination, regulations, etc.).
- Used to impersonate another entity, person, or organization.

Generative AI software code shall only be implemented after significant business and security risks have been identified, documented, and mitigated.

All AI generated software code or output shall be annotated or otherwise appropriately indicated.

Prior to the use of Generative AI in State information systems, contractors and/or organizations working on behalf of the State must disclose such use to OIT. OIT will review how the Generative AI is to be used and provide written authorization to the agency and the contractor/vendor.

Contractors shall not use State of Alabama Confidential or Sensitive data in Generative AI queries, or for building or training proprietary Generative AI programs, unless explicitly approved by the applicable Agency Head(s).

Contractors using Generative AI to build software for the State of Alabama must demonstrate effective control over all in scope processes, input, and output.

POLICY OWNER

Secretary of Office of Information Technology (OIT)

MATERIAL SUPERSEDED

This is the first State of Alabama Generative AI Acceptable Use Policy. All State agencies and vendors of the State are required to comply with the current implemented version of this policy.



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REVISION HISTORY

Revision Date	Summary of Change
12/31/2024	Policy Created

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APPROVED BY

Signature	<i>Daniel Urquhart</i>
Approved by	Daniel Urquhart
Title	Secretary of Office of Information Technology (OIT)
Date Approved	01/15/2025

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