

Maine Community Foundation, Inc.
Policy Name: Artificial Intelligence (AI) Acceptable Use Policy
Oversight Committee: Risk & Technology
Approval Date: September 19, 2025
Next review due by December 31, 2026

PURPOSE AND SCOPE

The Generative Artificial Intelligence (AI) Policy Statement ('Statement') is written as a guide for all employees of MaineCF. This policy applies to all staff and third-party vendors that are currently using, or wish to access, MaineCF's data and networks.

Generative AI has experienced significant growth in recent years. While offering potential to boost staff productivity and efficiency, as with any new and emerging technology, the use of AI also poses risks and potential for harm, both in personal and business contexts. For MaineCF to leverage this technology in ways that can help advance its strategies and initiatives, we must use AI responsibly. This document has been created to set forth clear guidance regarding the use of generative AI technology that ensures the ethical and responsible use of artificial intelligence technologies at MaineCF. Given that this is rapidly evolving technology, we will continue to monitor and update these guidelines based on our latest understanding of technology, the laws, and best practices.

Generative AI can significantly enhance creativity, productivity, and operational efficiency but should not be seen as a replacement for human judgment and expertise.

Current list of approved Standalone Generative AI tools:

- Microsoft Copilot

Only employees authorized by MaineCF and who have received the necessary training are permitted to use AI tools. This authorization process is necessary to ensure that users understand the capabilities and limitations of these tools and use them effectively and responsibly.

Unauthorized use includes, but is not limited to, usage by non-authorized personnel, use beyond one's scope of work, or employing the tools in manners inconsistent with this policy or other Foundation guidelines.

DEFINITIONS

For purposes of this policy:

Artificial intelligence or AI - the use of machine learning technology, software, automation, and algorithms to perform tasks and make rules or predictions based on existing datasets and instructions.

AI System - an engineered or machine-based system or functionality that is designed, for a given set of objectives, to generate outputs such as text, images, predictions, or to make recommendations or decisions influencing human action, or real or virtual environments. AI Systems are also designed to operate with varying levels of autonomy.

Open AI system - an AI system where the input provided by all users is used to train the AI model. Input data from all users is not private and may be revealed to other users.

Closed AI system - an AI system where the input provided by a user is used to train the AI model. Input data from the user is isolated from other users, and the data is considered more secure.

Embedded AI Tools - AI tools integrated directly in existing software tools approved and used at MaineCF and which do not require approval for use (e.g., Microsoft Office, Google). Embedded AI tools are used in smart devices (such as watches and speakers) and also in popular programs such as Grammarly.

Confidential Information - information for which access, use, or disclosure is subject to restrictions under contract terms, applicable law, or MaineCF policy. This includes without limitation donor and grantee records; personnel records; the personal information of employees, donors, non-profits, grantees, partners, agencies, contractors, and vendors; MaineCF financial information; computer passwords; and any other proprietary, nonpublic MaineCF information.

Personal Information - any information relating to an individual that identifies or can reasonably be used to identify an individual, directly or indirectly (including in combination with other data), by reference to an identifier such as a name, identification number, location data, an online identifier or to one or more factors specific to the identity of an individual. Personal information includes information that has been de-identified but could reasonably be re-associated with an individual including by AI systems.

Non-public MaineCF data - any information that, if disclosed, could violate the privacy of individuals, government regulations or statutes, could jeopardize the financial state of MaineCF, could injure its reputation, or could reduce our competitive advantage.

GUIDELINES FOR USE OF GENERATIVE AI TOOLS

Staff should responsibly incorporate AI into their work only where it can be beneficial. Each employee is responsible for using AI tools in a manner that ensures the security of sensitive information and aligns with MaineCF policies.

The AI tools provided by MaineCF are for business use only and should not be used for personal activities. This policy is in place to ensure the maintenance of a professional environment, the preservation of MaineCF resources, and to prevent potential legal and security risks.

- **Only use Generative AI tools that are approved by our organization.**
 - ✓ Generative AI tools can pose security and privacy risks to our organization, our constituents, and our employees.
 - ✓ See list of approved tools on page 1.
- **Only use the above-listed approved tools with your MaineCF Microsoft Account.**
 - ✓ Never use your personal email or account to access generative AI on your MaineCF computer and/or mobile devices.
 - ✓ Never use MaineCF information with an AI tool on your personal computer or personal mobile devices.
- **Never input any personal identifiable, confidential, or sensitive organizational information, or content that is unprofessional, illegal, or protected by intellectual property rights. Entered data is stored and used to enhance AI tools which can, in some cases, also leak this information to the public.**
 - ✓ All MaineCF's IT Security Policies apply to use of Generative AI tools.
 - ✓ Never use a generative AI tool on a non-MaineCF computer and input any personal identifiable, confidential, or sensitive information from mainecf.org, our constituents, or employees.
- **Never rely exclusively on generative AI tools.**
 - ✓ Use generative AI tools to assist, but not completely replace, authoring activities.
 - ✓ Review any output from a generative AI tool and edit prior to use in work products.
 - ✓ Do not assume output from generative AI tools to be accurate, unbiased, or free from copyright infringement.
 - ✓ Verify output prior to relying upon it in any communications or services on behalf of the organization.
 - ✓ Do not use AI tools to make business-critical decisions or any decision that requires expert advice. Be conscientious about how AI tools are used to inform decision making processes.

- **Always disclose the use of Generative AI in your work product. Use good judgment when considering citing output of AI tools. When attributing AI usage in a work product, indicate the product and version used. Example citations include:**
 - ✓ Whole Document Example: [AI Assistance: This document was generated with the assistance of an Artificial Intelligence language model, Copilot, in compliance with the MaineCF AI Acceptable Use Policy.]
 - ✓ Whole Document Example: [Artificial Intelligence contributed to the development of this document using Microsoft Copilot, 2025, in compliance with the MaineCF AI Acceptable Use Policy.]
 - ✓ Specific Citation Example: OpenAI. (2025). Copilot (Jul 15 version) [Large language model]
 - ✓ In-Text Example for specific information: (Copilot, 2025)
- **Use Common Sense and Provide Transparency.**
When using generative AI tools in our communications, our research, and our other work products, both internal and external:
 - ✓ Always keep in mind that AI is a third-party source. The output of generative AI tools should be employed with the same level of judgement, caution, skepticism, and disclosure applicable to any external source of information.
 - ✓ Consider whether, in the context in which the AI output is being used, it is important to provide a clear and simple explanation of how we have used generative AI and how it may affect our constituents, employees, and other users.

RESPONSIBLE USE CASES OF GENERATIVE AI TOOLS

The following list provides some acceptable and responsible use cases that demonstrate how AI tools can be employed to support MaineCF business operations.

- Asking a question to start your thinking on a particular topic with some generated output from generative AI.
- Writing a first draft of a document, email, or other communication (without any specific personal information or data), which will then be edited for accuracy, bias, copyright.
- Creating initial key point summaries of articles, books, papers, and other external content you select.
- Uploading your own files and asking Copilot to provide insights, summarize key points, or generate new content.
- Identifying differences, patterns, and trends in your content and files by comparing them.
- Automating routine tasks.

USER TRAINING

All staff members are required to complete user training as a prerequisite for accessing and using the approved AI tool(s). This training is designed to ensure that all users understand the capabilities, risks, and limitations of AI and how to use them responsibly.

REQUESTING NEW STANDALONE GENERATIVE AI TOOLS

Except for AI Embedded Tools in approved software, all uses of new AI systems must be approved by the Director of IT, in consultation with the Chief Operating Officer, prior to use to ensure such AI system use meets the following principles:

- **Policy:** The system conforms with the guidelines in this policy.
- **Lawful:** The system complies with all applicable laws and regulations, as well as any contractual obligations, limitations, or restrictions.
- **Ethical:** The system adheres to ethical principles--is fair and avoids bias.
- **Transparent:** There are clear objectives for the use of an additional AI system – what does it offer beyond system(s) already approved?
- **Necessary:** The system features offer tools to aid work and support a valid business purpose to improve MaineCF's business efficiencies and support the organization's mission.

To make a request, please contact the Director of IT for consideration.

MONITORING AND OVERSIGHT

The Director of IT will conduct periodic reviews to ensure policy compliance. Failure to comply with these policies may be grounds for disciplinary action, up to and including termination of employment or contractual relationships.

ADMINISTRATION AND POLICY UPDATE FREQUENCY

At least bi-annually, or as conditions warrant, the Director of IT, the Chief Operating Officer, and the Risk and Technology Committee will review this Statement for viability and applicability to the current goals of MaineCF. Each section shall be evaluated to ensure that the Statement provides the level of service needed to effectively use generative AI tools. All changes will be reviewed by the Risk and Technology Committee and approved by the Board of Directors. Changes in procedures, standards, and technologies that are consistent with this Statement may be authorized by the Director of IT.

Policy Adopted:	Policy Reviewed:	Policy Amendment Approved:
In Draft	5/21/25 and 8/26/25 by Risk and Tech Cmt	
Approved	9/19/25 by Board	

AI Tools Evaluated:	Reviewed On:	Decision:
Microsoft Copilot		Approved May 2025