

Artificial Intelligence Policy

1. The purpose of this policy is to protect the integrity of the journalism and content published by The Gateway, and to provide clear guidelines for staff and volunteers on the use of artificial intelligence (AI) and any large language models (LLMs). This policy also serves transparency with our audience about how The Gateway uses AI and LLMs.
2. Definitions
 - a. Artificial Intelligence (AI) is computer software that simulates human intelligence, thoughts, and creation.
 - b. Large language models (LLMs) are a type of AI that are trained on large amounts of data/text for the purpose of understanding, processing, and generating human language and text.
 - c. Published content is any written, audio, or visual content that appears on The Gateway's website, newspaper, or social media.
 - d. Internal content is any content produced for the purposes of communication, documentation, and policy.
3. Use of AI for The Gateway
 - a. No content, published or internal, shall be generated with the use of AI or LLMs. All content must be created and edited by humans. This includes any and all text or images.
 - b. AI and LLMs may not be used to collect, summarize, or scrape data, documents, or other content for informational use for The Gateway.
 - c. AI and LLMs may not be used as primary sources of information. Sources used to inform, research, or link to must be taken from their original sources, including the original documents, reporting, or other content.
 - i. Staff and volunteers producing content for The Gateway are strongly encouraged to do research independent from AI.
 - d. Confidential and/or embargoed information and materials must not be subject to any AI software to protect the confidence and sensitivity of such information.
 - e. AI may be used for the purpose of transcribing interviews and recordings for The Gateway. Staff and volunteers are responsible for ensuring the accuracy of quotations or paraphrasing from interviews.
 - f. Software embedded with AI may be used to suggest changes to grammar, punctuation, and spelling, but must not be used for content revisions.
4. Submission requirements
 - a. Staff and volunteers submitting written work to The Gateway are required to write content in Google Docs to allow for editors to view writing and version history and to ensure efficiency in editing.
 - b. Submissions will not be accepted otherwise.
 - c. Editors shall inform all new and current volunteers of this provision to ensure awareness of this policy.