SNA Member Artificial Intelligence Guidelines

Guidelines for Ethical and Responsible Use of AI Tools in SNA Submissions

As members explore using AI tools to assist with drafting content, SNA aims to promote ethical and responsible use. When generating any text for submissions for SNA conferences, events, and educational content, please keep the following in mind:

1. **Affirmation of Authenticity**: As part of your submission, you will be asked to affirm that the facts, ideas, and statements represented are yours and true and accurate to the best of your knowledge.

2. **Originality of Content**: Do not present AI-generated content as original if it is not based on your own underlying work.

3. **Authentic Communication**: If you choose to use AI as a drafting aid, the goal should be to communicate your authentic ideas and voice, not replace your creativity.

4. **Review and Edit**: Carefully read AI-generated text before submitting. Make edits to ensure it aligns with your intended meaning and does not contain inaccuracies.

5. **Ethical Attribution**: Cite any original sources that inspired the content and informed the AI tool. Follow ethical attribution practices. See this article for guidance

6. **Non-Discrimination**: SNA does not discriminate based on the use, or non-use, of AI tools. (*The School Nutrition Foundation takes a different approach, please see the SNF guidelines for AI use in scholarships and grants*).

7. **Responsibility**: While AI allows for great efficiency, it is still a tool. The responsibility remains with you to use it in an ethical, truthful, and beneficial manner.

8. **Transparency**: SNA wants to be fully transparent about whether AI is permitted in the submission of content to SNA. Different expectations of AI use for different submissions will be clearly outlined.

Types of Submissions

1. **Awards**: Using AI for awards nominations submissions is acceptable as long as the submitter certifies the information is accurate and truthful.

2. **Election nominations and volunteer opportunity submissions:** Using AI for election nominations and volunteer opportunity submissions is acceptable as long as the submitter certifies the information is accurate and truthful.

3. **Session Descriptions and Conference Proposals**: Members using AI to generate session descriptions and proposals should be able to present the content they have described. Session submitters are encouraged to use their own ideas, creativity, and voice in their proposals and will be asked to certify they have done so during the submission process. Speakers must be capable and qualified to present the content

they've submitted in the conference session proposal. Failure to do so could result in losing an invitation to submit in future calls for proposals.

4. **Magazine/Newsletters/Website Content**: Contributing writers and content creators may use AI tools to refine their text content to enhance clarity, improve brevity, or optimize readability. However, AI should not replace original thought, storytelling, or the unique voice and tone of SNA's communications. Since AI-generated content may lack context, accuracy, or tone, all AI-assisted writing must undergo a SNA staff review, and editorial standards around use or disclosure should be followed.

AI Notetakers in Meetings

Generally, AI notetakers from outside individuals or organizations are not allowed. However, SNA will determine whether AI notetakers are permitted in virtual meetings, webinars, or events on a case-by-case basis.