

State of Idaho AI Quick Reference Guide

Your guide to using AI safely and responsibly

What You Need to Know

As a state employee, you can use approved AI tools, including Claude, ChatGPT, and CoPilot Chat, to help with your work safely and responsibly. You remain responsible for all work done in your official capacity, even when AI assists you. Think of AI as a helpful tool that requires your oversight, not a replacement for your judgment.

Making Safe AI Decisions

Before using Claude, ChatGPT, or CoPilot Chat, verify three things:

1. **Information type:** Use only public information (published reports, websites, public documents) or internal non-sensitive information without personal details (drafts, memos, procedures).
Never use personal or confidential information (Examples: names with identifying details, Social Security numbers, medical records, and financial data).
2. **Tool approval:** Confirm the AI tool is on your agency's approved list. Contact your IT liaison if unsure.
3. **Review commitment:** You must review all outputs and mark content as AI-assisted.

The newspaper test: If you wouldn't be comfortable seeing information on the front page of a newspaper, don't put it in AI tools.

Using Individual Plan AI Tools

For Claude, ChatGPT, and CoPilot Chat:

Account Setup:

- Use your email for AI tool accounts or create a login
- Enable two-factor authentication and use strong passwords per state IT requirements
- Turn off conversation history retention and data use for training (where available)
- Don't share account credentials with colleagues

Session Management:

- Start each work session with a new conversation
- Don't reference previous conversations or ask AI to "remember" past interactions
- Regularly review and delete conversation history
- Log out completely when finished, especially when switching between work and personal use

Data Protection:

- Understand that individual plans may retain data longer than enterprise versions
- Never save conversations containing work information
- Report data retention concerns to your Agency IT Liaison
- Follow agency-specific data protection requirements

Required Practices

Every time you use AI:

- Use only approved tools with appropriate information
- Review and verify all outputs against reliable sources
- Mark content as "AI-assisted," "AI-generated," or similar notation
- Follow your agency's templates and style guides
- Report inappropriate, biased, or incorrect outputs immediately

Good uses: Draft announcements with review, summarize public documents, convert technical information to plain language, format existing content, or research public information (verify sources).

Never use AI for: Final decisions about citizen services, official documents without review, personal/confidential information, or publishing without verification.

Getting Help

Contact your Agency IT Liaison immediately for:

- Tool approval questions
- Accidentally including sensitive information in AI
- Biased, incorrect, or inappropriate AI outputs
- Technical problems or security warnings

Essential Contacts:

1. Your Agency IT Liaison: All AI questions
2. ITS Support: Technical issues and policy guidance

Quick Reference

Key reminders:

- Only use Claude, ChatGPT, and CoPilot Chat with public or non-sensitive internal information
- Always review, verify, and mark AI assistance
- Protect sensitive information by never including it in AI tools
- When uncertain, ask your Agency IT Liaison

Resources:

- Your agency's approved AI tool list
- Agency IT Liaison contact information
- [Idaho AI Framework](#)
- [AI Governance Policy, Standard, and Guideline](#)

Keep this guide accessible and refer to it when unsure about AI use. When in doubt, ask for help.