

ASBO International

Artificial Intelligence (AI) Use Policy for Activities and Events

Effective: May 2026

Applies to: All external participants in ASBO International activities and events, including members, volunteers, presenters, partners, contractors, and event attendees. This policy does not govern the internal operations of ASBO International employees or staff¹.

Purpose

ASBO International is committed to the responsible, ethical, and secure use of artificial intelligence (AI) in connection with its activities and events to support its nonprofit mission to serve school business professionals. AI tools can enhance learning, efficiency, and accessibility, but they also introduce risks related to privacy, confidentiality, data security, intellectual property, and trust.

This policy establishes clear expectations for the acceptable and prohibited use of AI by participants with ASBO International–hosted programs, events, platforms, and content, and is designed to promote transparency, protect participants, and preserve the integrity of professional dialogue in ASBO environments.

Guiding Principles

- **Mission-aligned use.** AI should support ASBO International’s educational and professional mission, not undermine trust, equity, or learning.
- **Human responsibility and accountability.** AI may assist, but humans remain responsible for judgment, decisions, and outcomes.
- **Privacy and trust are paramount.** Open participation depends on clear limits around recording, transcription, and data reuse.
- **Transparency and consent.** Participants must know when AI, recording, or transcription is used and for what purpose.
- **Accessibility with care.** Accessibility needs are supported while maintaining appropriate safeguards for all participants.

¹ AI use by ASBO International employees and staff in internal operations is governed by the separate ASBO International AI Use in the Workplace Policy. That policy addresses employee responsibilities for AI tool usage in day-to-day work. This policy applies to participants in ASBO International-hosted activities and events.

Scope

This policy applies to **all participants in ASBO International activities and events**, whether conducted virtually or in person, including but not limited to:

- Conferences, webinars, and virtual education sessions
- ASBO Learn courses and learning platforms
- Governance, committee, volunteer, and partner meetings
- Roundtables, peer discussions, and facilitated conversations
- Any activity, content, or platform conducted under the ASBO International name in which external participants are involved.

AI Use During ASBO International Activities

To protect privacy and encourage open participation:

Participants **may**:

- Take manual personal notes for their own reference
- Use AI tools outside of ASBO activities to study or reflect on materials, where permitted by copyright and licensing terms

Participants **may not**, unless explicitly authorized by ASBO International:

- Use personal or third-party AI notetaking or transcription tools
- Deploy recording bots or automated meeting assistants
- Create independent audio or video recordings
- Capture, upload, or use ASBO International content to train AI systems

Official Documentation and Recordings

ASBO International may designate official methods for documenting meetings or events, which may include:

- Staff-prepared summaries
- Designated note takers
- Official recordings or transcripts (when appropriate)

Only materials created or distributed by ASBO International constitute the **official record**. When recording or transcription is approved, participants will be notified in advance and consent will be obtained.

Accessibility and Approved Exceptions

ASBO International is committed to accessibility and inclusion. Exceptions to this policy may be approved when:

- Required as a reasonable accessibility accommodation
- Requested in advance and approved by ASBO International

Approved accommodations must align with ASBO International's privacy and security expectations, and participants may be informed when such accommodations are in place.

Data Privacy, Confidentiality, and Intellectual Property

Participants must not:

- Enter personally identifiable information (PII) into unapproved AI tools
- Upload ASBO International proprietary, confidential, or copyrighted content into external AI systems without authorization
- Use AI tools in ways that compromise privacy, confidentiality, or intellectual property rights

Violations may create legal, ethical, and reputational risk for ASBO International.

Compliance and Enforcement

ASBO International reserves the right to:

- Request the removal or disabling of unauthorized AI tools or recordings
- Remove individuals from sessions for noncompliance
- Limit or revoke participation privileges when necessary

Participation in ASBO International activities and events constitutes agreement to comply with this policy.

Policy Review

Because AI technologies evolve rapidly, ASBO International will periodically review and update this policy to reflect emerging best practices, legal considerations, and nonprofit governance standards.

Commitment

ASBO International supports innovation and responsible technology use while prioritizing the integrity, privacy, and trust that enable meaningful professional collaboration. By participating in ASBO International activities and events, all participants agree to comply with this policy and help maintain a secure and respectful learning environment.

Questions about this policy may be directed to asboreq@asbointl.org.

Standard Webinar & Event Language

Registration Page Language

AI & Recording Notice

To support a secure and respectful learning environment, personal or third-party AI notetaking tools, transcription services, or independent recordings are not permitted during ASBO International webinars or virtual events unless explicitly approved in advance by ASBO International. When ASBO International records a session, participants will be notified and the official recording will be shared afterward.

Questions about this policy may be directed to education@asbointl.org.

Registration Confirmation Email

As a reminder, personal AI notetaking tools, transcription bots, or independent recordings are not permitted during this ASBO International session. If you require accessibility accommodations related to notetaking or transcription, please contact us prior to the event so arrangements can be made.

Waiting Room / Opening Slide

Reminder: Personal AI notetaking tools, transcription services, or independent recordings are not permitted during this ASBO International session unless approved in advance.

Live Welcome Script

Before we begin, a quick reminder that personal AI notetaking tools, transcription bots, or independent recordings are not permitted during ASBO International sessions unless approved in

advance. If this session is being recorded, we'll let you know and share the official recording afterward. By participating, you agree to comply with ASBO International's AI and recording policy.

If we remove your AI Notetaker and it inadvertently removes you from the session, please rejoin as yourself and if you have issues, questions, or need to request an accommodation, email us at education@asbointl.org