Side Street Studio Arts

Artificial Intelligence Use, Data Ethics, and Creative Disclosure Policy

Living Policy — Version 1.0
Adopted: November 2nd, 2026

Purpose

Side Street Studio Arts recognizes that artificial intelligence is increasingly incorporated into creative software, administrative platforms, communications tools, and everyday technology.

AI can improve accessibility, efficiency, organization, and creative exploration. It can also raise significant concerns related to authorship, consent, privacy, intellectual property, bias, compensation, and the value of human creative labor.

Side Street Studio Arts exists to champion human creativity — the skill, vision, and voice artists bring to their work. AI is increasingly part of many artists' creative process, and how an artist chooses to work remains their own decision. Our focus is transparency: ensuring the human behind the work is always clear.

This policy establishes expectations for the use of AI by Side Street Studio Arts and for the disclosure of generative AI in artwork, performances, writing, educational materials, and other creative work submitted to or presented through the organization.

This is a living policy and may be updated as technology, law, and accepted practices continue to develop.

1. Guiding Principles

Side Street's use and evaluation of AI will be guided by the following principles:

- Human creativity, experience, judgment, and relationships remain central to our work.
- AI should support people, not replace meaningful human participation or responsibility.
- Artists and creators deserve credit, consent, and control over how their work is used.
- People should be informed when generative AI materially contributes to public-facing creative content.
- Personal, confidential, and organizational information must be protected.

- Decisions affecting artists, students, staff, volunteers, and community members must include meaningful human oversight.
- AI-generated content must not be presented as entirely human-created or handmade.
- AI use must not be used to conceal plagiarism, misrepresent authorship, or imitate another creator without permission.

2. Definitions

Artificial Intelligence

Artificial intelligence, or AI, is a broad term for computer systems that analyze information, recognize patterns, make recommendations, automate processes, or generate content.

For the purposes of this policy, Side Street distinguishes between assistive AI and generative AI.

Assistive AI

Assistive AI helps a person edit, organize, format, correct, analyze, or enhance work they have already created.

Examples may include:

- Spellcheck and grammar identification
- Automatic formatting and alignment
- File organization and search
- Basic cropping, resizing, or image correction
- Noise reduction
- Transcription
- Accessibility tools
- Simple background removal that does not generate a replacement
- Scheduling, sorting, or administrative recommendations

Routine use of assistive AI generally does not require public disclosure because the tool is supporting the work rather than creating its central expressive content.

Generative AI

Generative AI creates or substantially synthesizes new content in response to prompts, instructions, examples, or uploaded materials.

Generated content may include:

- Text
- Images
- Illustrations
- Music
- Audio
- Voices
- Video
- Animation
- Code
- Backgrounds
- Textures
- Objects
- Designs or layouts
- Other creative or expressive material

Generative functions may exist within common programs such as Canva, Adobe products, writing applications, editing platforms, and social media tools. The name of the application does not determine whether disclosure is required. The determining factor is whether the tool generated meaningful content used in or influencing the final work.

3. Artist and Creative Work Disclosure

Artists, performers, writers, filmmakers, educators, designers, vendors, and other creators must disclose any material use of generative AI in work submitted to, exhibited by, sold through, published by, or presented at Side Street Studio Arts.

Disclosure is required when generative AI has been used to create:

- A complete work
- A substantial portion of a work
- Images, text, audio, video, music, or design elements incorporated into a work
- Backgrounds, textures, objects, characters, voices, or environments

- Source or reference material that was traced, recreated, collaged, interpreted, or substantially incorporated
- Written artist statements, descriptions, scripts, or supporting materials presented as the creator's original writing
- Generative fill, object replacement, image expansion, or other newly generated visual content

Disclosure is required even when the generated material has been edited, repainted, rewritten, altered, combined with other materials, or incorporated into a larger human-created work.

Side Street does not attempt to define every possible use of AI in advance. Determinations of whether a use is "material" will be made based on the guiding principles of this policy, in consultation with the Executive Directors where needed. When a creator is uncertain whether a particular use requires disclosure, they should disclose it — when in doubt, disclose.

Routine assistive tools such as basic spellcheck, formatting, alignment, cropping, transcription, simple image correction, or non-generative background removal do not need to be disclosed.

Disclosure does not automatically disqualify a work. Individual exhibitions, festivals, retail programs, publications, grants, or educational opportunities may establish additional limitations or prohibit generative AI altogether.

4. Artist Responsibilities

Creators submitting work to Side Street are responsible for:

- Accurately identifying material generative AI use
- Describing how generative AI contributed to the work when requested
- Ensuring they have the necessary rights and permissions for submitted materials
- Obtaining permission before using another person's image, voice, writing, performance, personal information, or creative work
- Not intentionally using AI to imitate or reproduce the identifiable work of another artist without permission
- Not presenting AI-generated material as entirely handmade or human-created
- Not using AI to conceal plagiarism or falsely claim authorship

Failure to disclose material generative AI use may result in additional review, correction of public information, removal of the work, disqualification from a program, or other action appropriate to the situation.

Side Street will make reasonable efforts to address concerns through communication and education before taking punitive action, except in cases involving intentional deception, plagiarism, privacy violations, or harm to another person.

Before any corrective action is taken, the creator will be given the opportunity to respond and explain the circumstances of the AI use in question. Side Street will consider this response, along with the available information, intent, and extent of use, before finalizing any action.

5. Side Street's Organizational Use of AI

Side Street staff may use AI-assisted and generative tools for appropriate organizational purposes, including:

- Brainstorming and early-stage drafting
- Administrative organization
- Scheduling and workflow support
- Research assistance
- Marketing preparation
- Grant-development support
- Data organization
- Accessibility and transcription
- Translation support
- Internal planning
- Editing and formatting

Side Street will maintain a list of approved AI tools for organizational use. Staff, contractors, and volunteers should confirm with the Executive Director(s) before using a new AI tool for organizational work, particularly where confidential or sensitive information may be involved.

All AI-supported work must receive meaningful human review. The staff member using the tool remains responsible for the accuracy, appropriateness, tone, context, and final content.

AI-generated information must not be assumed to be factual. Dates, quotations, statistics, citations, names, financial information, legal information, and other material facts must be independently verified before publication or use.

6. Human Oversight and Decision-Making

AI may assist with organization, comparison, or preliminary analysis, but it may not independently make final decisions concerning:

- Artist acceptance or rejection
- Awards, prizes, grants, or funding
- Hiring, firing, discipline, or employee evaluation
- Student assessment
- Volunteer eligibility
- Vendor selection
- Complaints or grievances
- Accessibility accommodations
- Contracts or legal obligations
- Matters involving safety, equity, or individual rights

A qualified person must review the relevant information, consider context, and remain accountable for the final decision.

7. Privacy, Confidentiality, and Consent

Staff, contractors, volunteers, and organizational representatives may not enter confidential, private, or sensitive information into publicly accessible AI systems without authorization.

Protected information includes, but is not limited to:

- Student or family information
- Personnel records
- Medical or accommodation information
- Donor or patron information
- Financial account information
- Passwords and login credentials
- Private contact information
- Contracts, legal documents, or confidential correspondence
- Unpublished artist work
- Artist applications or submissions
- Internal complaints or personnel matters

- Information that could reasonably identify a minor or vulnerable participant

Media involving minors is additionally governed by Side Street's Media Policy and consent forms. As stated there, Side Street will not use artificial intelligence to generate new or synthetic images, video, or artwork from media collected of students or their work.

A person's voice, face, likeness, writing, performance, or creative work may not be uploaded to or recreated through a generative AI system without appropriate permission.

Side Street will not knowingly use artists' work to train an AI system without the artist's express consent.

8. Protecting Human Creative Labor

Side Street believes AI should augment human work rather than diminish the role, compensation, or recognition of artists, educators, performers, designers, writers, and other creative professionals.

Generative AI may not be used to replace work for which a human artist, educator, performer, designer, or writer has already been selected, contracted, commissioned, or specifically budgeted.

AI may be used as an approved support tool within a human-led process, but the organization will not misrepresent AI-generated material as the work of a staff member, contractor, artist, student, or community participant.

9. Public Transparency

Side Street will disclose significant use of generative AI in public-facing creative content when the generated material is central to the final product.

Appropriate disclosures may include:

- “Created with generative AI”
- “Includes generative AI-created imagery”
- “Generative AI was used during the development of this material”
- “AI-generated content was edited and reviewed by Side Street staff”

Routine assistive AI use does not require public labeling.

AI-assisted drafting of ordinary administrative communications does not necessarily require disclosure when the final message has been substantially reviewed, verified, and approved by a person.

10. Artist Disclosure Statement

Side Street applications and submission forms may include the following question:

Was generative AI used at any stage in creating this work?

This includes AI-generated text, imagery, design elements, backgrounds, textures, video, audio, music, voices, or other creative content, even when that material was later edited, altered, traced, repainted, rewritten, or incorporated into a larger work.

- ☐ No generative AI was used.
- ☐ Yes. Please identify the tool(s) and briefly describe how it was used.

11. Education and Enforcement

Side Street will prioritize education, transparency, and corrective action when questions about AI use arise.

Staff and organizational representatives should receive periodic guidance on:

- Recognizing generative AI
- Protecting confidential information
- Reviewing AI-generated content
- Identifying bias and misinformation
- Respecting artist rights and authorship
- Determining when disclosure is appropriate

Concerns regarding AI use may be reported to Side Street's Executive Directors. Reports will be reviewed based on the available information, the intent and extent of the use, any harm caused, and the requirements of the specific program.

Violations by staff, contractors, artists, vendors, educators, or participants may result in correction, removal of content, removal from a program, disciplinary action, termination of an agreement, or other appropriate measures.

12. Policy Review

This policy applies prospectively. Work submitted, exhibited, sold, published, or presented, and agreements entered into, before the adoption date above are not subject to retroactive disclosure requirements under this policy.

This policy will be reviewed at least annually and may be revised sooner when changes in technology, law, organizational programming, or community standards make an update necessary.

Questions not directly addressed by this policy will be evaluated according to its guiding principles: transparency, consent, privacy, human oversight, artist protection, equitable access, and respect for human creative labor.

Sources & Guidance Sources

- NIST — Generative Artificial Intelligence Glossary: csrc.nist.gov/glossary/term/generative_artificial_intelligence
- Canva — AI Safety at Canva: canva.com/policies/ai-safety
- Adobe — Generative AI User Guidelines: adobe.com/legal/licenses-terms/adobe-gen-ai-user-guidelines.html
- U.S. Copyright Office — Copyright Registration Guidance: Works Containing Material Generated by Artificial Intelligence: copyright.gov/ai/ai_policy_guidance.pdf
- NIST — Artificial Intelligence Risk Management Framework: Generative Artificial Intelligence Profile: nist.gov/publications/artificial-intelligence-risk-management-framework-generative-artificial-intelligence
- UNESCO — Recommendation on the Ethics of Artificial Intelligence: unesco.org/en/artificial-intelligence/recommendation-ethics