



## Checklist for Creating AI Policies in Camps

### Step 1: Assess Needs

1. **Identify Use Cases:**
  - Where and how is AI currently being used in camp operations?
  - Are there areas where AI could add value (e.g., operations, safety, camper experience)?
2. **Understand Objectives:**
  - What goals does the camp hope to achieve with AI (e.g., efficiency, safety, engagement)?
  - How do these goals align with the camp's mission and values?
3. **Map Stakeholders:**
  - Who will be impacted by AI use (e.g., campers, parents, staff)?
  - What are their expectations and concerns?
4. **Evaluate Current Policies:**
  - Are there existing guidelines around technology or data usage that need updating?

### Step 2: Evaluate Risks

1. **Data Privacy Risks:**
  - What data is being collected by AI tools (e.g., personal, health, or location data)?
  - Are data storage, sharing, and retention policies secure and compliant with regulations?
2. **Bias and Fairness Risks:**
  - Could the AI inadvertently introduce or perpetuate biases (e.g., facial recognition not working well for diverse populations)?
  - Are the algorithms used in tools transparent and fair?
3. **Accuracy and Reliability Risks:**
  - How reliable is the AI in performing its tasks (e.g., photo recognition, scheduling)?
  - What are the consequences of errors or inaccuracies?
4. **Ethical Risks:**
  - Does the AI use align with the camp's values (e.g., inclusivity, safety)?
  - Could the AI's use lead to unintended harm or discomfort for campers or staff?

### Step 3: Consult Stakeholders

- 1. Engage Diverse Voices:**
  - Include leadership, staff, parents, and even older campers in discussions.
  - Ensure representation across roles, demographics, and perspectives.
- 2. Host Focus Groups or Surveys:**
  - Gather feedback on concerns, expectations, and suggestions for AI usage.
- 3. Collaborate with Experts:**
  - Consult legal, ethical, and technical experts to ensure compliance and address blind spots.
- 4. Communicate Clearly:**
  - Be transparent about why AI is being used and how decisions will be made.

### Step 4: Define Guidelines

- 1. Policy Scope:**
  - Clearly outline where AI will and won't be used (e.g., operations, camper interactions).
  - Define the boundaries of acceptable use.
- 2. Data Privacy:**
  - Require explicit consent from parents for data collection and use.
  - Limit data collection to what is necessary and anonymize it where possible.
  - Regularly review and update data storage and sharing practices.
- 3. Transparency:**
  - Explain how AI tools work and what data they use.
  - Provide a clear process for stakeholders to ask questions or raise concerns.
- 4. Accountability:**
  - Assign a designated individual or team to oversee AI use and compliance.
  - Establish procedures for regular audits of AI tools and policies.
  - Create a process for reporting and addressing errors or issues.
- 5. Training and Oversight:**
  - Train staff on the ethical use of AI and the camp's policies.
  - Set guidelines for human oversight of AI decisions.
- 6. Review and Adaptation:**
  - Schedule periodic policy reviews to adapt to new tools, regulations, or challenges.
  - Encourage feedback from stakeholders to continuously improve practices.

## Key Considerations for Policies

### **Data Privacy**

- Adhere to relevant laws (e.g., COPPA for children's data in the U.S.).
- Use encryption and secure storage for sensitive data.
- Implement data minimization practices to collect only what is essential.

### **Transparency**

- Clearly communicate the purpose of AI tools to all stakeholders.
- Provide access to documentation or vendor policies explaining how the AI works.
- Avoid "black box" systems where decision-making processes are opaque.

### **Accountability**

- Ensure human oversight of AI tools for critical functions.
- Require regular performance reviews and testing of AI tools for accuracy and fairness.
- Establish a clear escalation process for addressing misuse, errors, or breaches.

# Sample AI Policy for Camp Operations

## Introduction

Our camp is committed to using technology responsibly to enhance our operations and camper experience. As artificial intelligence (AI) becomes more integrated into our tools and processes, we aim to ensure its use aligns with our values of safety, inclusivity, and trust. This policy outlines our approach to implementing AI responsibly and ethically.

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## Scope of AI Use

AI may be used in the following areas:

- **Operational Efficiency:** Scheduling, resource allocation, and staff planning.
- **Parent Engagement:** Automated communications and updates.
- **Camper Experience:** Photo-sharing platforms with facial recognition for organizing memories.
- **Safety and Security:** Monitoring and alert systems.

AI will **not** be used for decision-making about camper participation, staff hiring, or other areas requiring nuanced human judgment.

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## Data Privacy Guidelines

1. **Data Collection:**
    - Only collect data necessary for the specified purpose.
    - Parents and staff must give explicit consent for data collection and use.
  2. **Data Security:**
    - All collected data will be encrypted and stored on secure platforms.
    - Access to sensitive data will be restricted to authorized personnel only.
  3. **Anonymization and Retention:**
    - Personal data will be anonymized whenever possible.
    - Data will be retained only as long as necessary for operational purposes.
  4. **Compliance:**
    - All data practices comply with applicable laws, including COPPA for children's data.
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## Transparency Measures

1. **Communication:**
    - Families and staff will receive clear information about how AI tools are used at camp.
    - Policies will be accessible on our website and in parent handbooks.
  2. **Vendor Transparency:**
    - We require AI vendors to provide detailed documentation about their tools' functionality, algorithms, and data usage.
  3. **Stakeholder Awareness:**
    - Regular updates will be provided to stakeholders about changes to AI use or policies.
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## **Accountability Practices**

1. **Oversight:**
    - A designated Technology Oversight Team will review and monitor AI use.
    - Human oversight will be required for all critical AI-generated outputs or decisions.
  2. **Auditing:**
    - AI tools will be regularly tested for accuracy, reliability, and fairness.
    - An annual review of AI tools and data management practices will be conducted.
  3. **Reporting Issues:**
    - Stakeholders can report concerns about AI use through a designated contact point.
    - Reported issues will be addressed within two weeks, with outcomes shared transparently.
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## **Staff Training and Responsibilities**

1. **Training:**
    - Staff will receive training on AI tools and their appropriate use, with emphasis on privacy and ethics.
    - Ongoing professional development will be provided to keep staff updated on AI advancements.
  2. **Human Oversight:**
    - AI tools are intended to support, not replace, human decision-making.
    - Staff will review AI outputs to ensure alignment with camp values and objectives.
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## **Review and Adaptation**

1. **Policy Review:**

- This policy will be reviewed annually to ensure it reflects current technology and regulations.
  - Feedback from families, staff, and campers will be integrated into policy updates.
- 2. Flexibility:**
- The policy will adapt to new tools, emerging risks, or evolving best practices.
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## **Ethical Considerations**

- AI will be used in ways that uphold our camp's values, avoiding harm or bias.
- Decisions involving campers, staff, or sensitive matters will prioritize human judgment and empathy over automation.

# Sample AI Policy: Empowering Staff to Use AI Responsibly

## Introduction

Our camp strives to provide innovative, inclusive, and meaningful experiences for campers, families, and staff. As artificial intelligence (AI) becomes a more integral part of our tools and processes, we encourage staff to embrace its potential to enhance efficiency, creativity, and engagement while remaining mindful of its limitations. This policy empowers staff to use AI responsibly, with the understanding that human oversight and judgment are essential.

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## Guiding Principles

- 1. AI as a Tool, Not a Replacement**  
AI is here to support and enhance your work, not to replace the creativity, empathy, and judgment that define our camp's culture.
  - 2. Alignment with Camp Mission**  
AI tools should be used to further our camp's mission of fostering joyful, inclusive, and impactful experiences for our community.
  - 3. Human Accountability**  
Staff members are ultimately responsible for all outcomes of AI-assisted tasks, ensuring they align with ethical practices and camp values.
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## Appropriate Use of AI

- 1. Examples of Permitted Use**
    - **Operational Support:** Scheduling, resource management, and data analysis.
    - **Creative Assistance:** Generating activity ideas, crafting social media content, or creating camper engagement materials.
    - **Parent Communication:** Drafting personalized messages or newsletters, ensuring a consistent and thoughtful tone.
  - 2. Prohibited Uses**
    - Making decisions about campers' inclusion, discipline, or health without direct human review.
    - Using AI to produce communications or materials without reviewing for accuracy and appropriateness.
    - Sharing confidential or sensitive data with AI tools that lack secure privacy safeguards.
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## Empowering Staff with Clear Guidelines

### 1. **Assessment Before Use**

Staff should ask the following questions before using an AI tool:

- Does this tool align with the goals and mission of the camp?
- Could its use introduce risks (e.g., privacy concerns, misinformation)?
- Is the task better suited for human judgment or creativity?

### 2. **Responsible Data Use**

- Avoid inputting personal or sensitive information into AI systems unless explicitly authorized.
- Ensure that AI-generated outputs comply with camp policies on privacy and ethical communication.

### 3. **Transparency**

- Be transparent with stakeholders (e.g., parents, campers, colleagues) when AI tools are used to create content or make suggestions.
  - Clearly label AI-assisted materials where appropriate.
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## **Staff Training and Resources**

### 1. **Training Opportunities**

- Staff will receive training on the ethical and effective use of AI tools, including hands-on workshops and real-world case studies.

### 2. **Resource Hub**

- A curated list of AI tools and best practices will be made available to all staff.
  - Staff are encouraged to share feedback and suggestions for additional tools or practices.
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## **Accountability and Oversight**

### 1. **Human Oversight**

- All AI-assisted tasks must be reviewed by the responsible staff member to ensure accuracy, appropriateness, and alignment with camp values.
- Supervisors will provide support for complex tasks involving AI tools.

### 2. **Feedback and Reporting**

- Staff are encouraged to share successes, challenges, and ideas for improving AI use during regular team check-ins.
  - Any concerns about AI misuse or unintended consequences should be reported immediately.
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## **Ethical Considerations**

- **Bias Awareness:** Be vigilant for bias in AI-generated outputs, especially when working with sensitive topics.
  - **Mission Alignment:** Remember that AI is a tool to support our mission, not an end in itself.
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## Conclusion

By embracing AI responsibly, we can work smarter and focus more of our energy on creating transformative experiences for our campers. Always remember: **You are the human in control.** Your judgment, creativity, and empathy are irreplaceable and essential to achieving the goals of our camp.