Instructions on how to use the AI service Bing Copilot

General information

The service Bing Copilot is rapidly evolving and information about the service changes continuously. The approval of Bing Copilot is based on the information available from Microsoft today, but service users should keep in mind that the situation can change and that new supplementary regulations may be added on how the service can and cannot be used.

Although there are advantages to using the AI service, it is important to be aware of the limitations of AI models as well, including possible misinterpretations and inaccuracies in general content, which means that we need to critically review the generated content and apply a critical approach. Regardless of how the service is used, it should be seen as a complementary tool and the result should always be subject to quality review.

Definitions

Personal data: any kind of information that can be directly or indirectly linked to a living person. Examples of personal data: family relationships, personal finances, memberships, opinions, qualifications and religious beliefs, among many other things.

Artificial intelligence (AI): technology and knowledge that enable computers to better interpret and understand the world around us. This includes their ability to perform cognitive functions like presenting arguments and planning, learning based on input of data, and many other things.

Generative AI (GAI): Generative AI is a part of artificial intelligence (AI) that focuses on creating algorithms and models that generate new content such as text, images, code, videos, 3D renderings and music, to give a few examples, that mimic human creative processes. Generative AI not only analyses data that already exist but creates new content. In short, generative AI are AI-based tools and services that can create their own text, audio or images based on input training data.

Access to the service

Employees and students have access to the tool by logging in to copilot.microsoft.com using their Kau email address. Private email addresses may not be used to access the tool.

How you can use the service

The service can be used in a number of ways to streamline work tasks and creative processes. By using Copilot, you can easily search for and get access to information about research papers and other resources. You can also use the service to summarise, analyse and gain deeper insights into reports, papers and documents.

How the service works

The service does not retain any information connected to the logged-in user or prompts and responses entered between sessions. This means that no information remains with Microsoft

after a sessions has ended, which also means that you cannot continue a previous chat with Bing Copilot once you have closed a session. It is therefore important that you export information that you wish to save or reuse by copying the content and saving it yourself.

Rules when using Bing Copilot

The AI tool should be used wisely and you must never include or provide access to documents that contain, or ask questions that can be expected to generate answers that contain:

- Direct personal data that clearly identifies an individual, such as a person's name, address, personal identity number or photo.

- Sensitive personal data according to the GDPR, including data that disclose ethnic origin, political opinions, religious or philosophical beliefs, trade union affiliation, data concerning health, or a physical person's sexuality or sexual preference.

- Confidential information according to the Public Access to Information and Secrecy Act (OSL). The service can, however, be used to create drafts for exam questions.

- Information that you do not have the right to freely use, such as copyrighted information or other Intellectual Property Rights (e.g., patents).

- Also, consider that other protected information may also be inappropriate to include in the service, such as research data or other information that should not be shared/disclosed.

- Any results that contain direct personal data about someone other than yourself may not be used for further purposes without first ensuring that the data is correct, that no more data is processed than is necessary and that the requirements of the GDPR are met.

- The service may not be used to draft proposals for official decisions.

Support and guidelines for Generative AI (GAI)

For general support and guidelines on how GAI tools can be used by employees and students, please refer to "Use of Generative AI in education at Karlstad University - guidelines for teachers and students".

For further information, refer to applicable IT regulations available on Inslaget and Kau.se.