BUILDER TOOLKIT

AI Use Policy

A one-page agreement for a classroom, club, nonprofit or small team: what AI is for, what data never goes in, who approves, and how to say AI helped.

Use it: Before a group starts using AI tools together, or when people are unsure what's allowed.

What it's for

Who this covers

e.g. Our class, our volunteers, our staff

Approved tools

e.g. The tools we've checked and agreed to use

Good uses

e.g. Drafting, brainstorming, summarising public material, practice quizzes

Not allowed

e.g. Final grades or decisions about people, anything we'd be embarrassed to see public

Data and honesty

Data that never goes in

e.g. Names with grades, health or family details, donor lists, passwords, keys

How we say AI helped

e.g. One line at the end: how AI was used

☐ A person checks facts before anything is shared

☐ A person approves anything sent in our name

Keeping it current

Who to ask when unsure

What happens if something goes wrong

e.g. Tell the lead, pause the tool, fix and learn

Review date

e.g. Every term or every six months

Fill it in with AI

Help me write a one-page AI use policy for [my class / club / nonprofit / team]. Ask me one question at a time about who it covers, approved tools, good and not-allowed uses, data that must never go in, how we disclose AI help, who approves, and when we review it. Keep it in plain language a 12-year-old could follow.

https://digitalbuilders757.com/university/study/toolkit/ai-use-policy