AI Use Policy

Purpose

This policy outlines how [Your Organization] will use artificial intelligence (AI) tools in ways that are ethical, transparent, and aligned with our mission to [insert mission language]. As AI technologies become more common, we are committed to protecting the safety, privacy, and dignity of the communities we serve.

1. Guiding Principles

We use AI only in ways that:

- Respect privacy and maintain strict confidentiality
- Promote equity and avoid reinforcing bias or harm
- Center human expertise, particularly the lived experience of survivors and practitioners
- Align with our organizational values and the needs of our community

2. Acceptable Uses of AI

AI may be used to support staff in:

- Drafting public-facing content (e.g., newsletters, outreach emails, website copy)
- Summarizing public documents or meeting notes
- Brainstorming ideas for training, education, or planning
- Automating administrative tasks (e.g., calendar scheduling, data entry for non-confidential information)

    *All AI-generated content must be reviewed by staff before use.

3. Prohibited Uses of AI

AI must not be used for:

- Inputting any personally identifiable, confidential, or sensitive information
- Making decisions about services, eligibility, or client needs without human oversight
- Replacing community engagement or survivor input in program design or evaluation
- Generating content without staff review for bias, accuracy, or tone

4. Human Oversight and Review

All AI-generated outputs must be:

- Fact-checked for accuracy

- Reviewed for inclusive, trauma-informed, and non-biased language
- Modified or discarded if they do not meet our quality or ethical standards

5. Staff Training and Support

[Your Organization] will provide basic guidance and training for staff on:

• How to use approved AI tools responsibly
• How to recognize and mitigate bias or inaccuracy in AI outputs
• How to protect privacy and confidentiality when using digital tools

6. Tool Approval and Use

Only AI tools approved by [IT/leadership/designated role] may be used in agency work. Staff must not use personal AI tools to process agency-related information.

A current list of approved tools is maintained by [department or individual].

7. Ongoing Review

This policy will be reviewed annually (or more frequently as needed) to account for new developments in AI technology, legal guidance, and community concerns.