

Worksheet 7a.1: Personal AI Use Policy

Companion to Elastic Intelligence, Chapter 7a

Name: Date:

How to use: Write your four-part policy (Section 7a.6). Keep it to one page and review it every quarter.

Name: Date: Next review:

Never (what I will never put in or let AI do)

1.
2.
3.
4.

Always check (outputs I will always verify)

1.
2.
3.
4.

Always disclose (when I will tell others AI was involved)

1.
2.
3.
4.

Always protect (what stays human)

1.
2.
3.
4.

Tools approved for work data:

Signature:

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