# 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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