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AI Use Policy Starter

For small businesses and schools. Fill in the brackets, delete what doesn't apply, and you'll have a working policy in about 20 minutes.

By Eromonsele Oboh · datalytiq.ca · November 2026

How to use this. Replace everything in [brackets]. Keep it short: a policy people actually read beats a long one nobody opens. Businesses can delete section 10. Review it every six months, because the tools change that fast.

[Organization name] AI Use Policy

Last updated: [date] · Owner: [name, role] · Next review: [date]

1. Why we have this

We use AI tools to save time on routine work. This policy says what's fine, what isn't, and who to ask. If something isn't covered here, ask [owner] before you go ahead.

2. Who it covers

Everyone who works with us: staff, contractors and volunteers[, and students].

3. Approved tools

Only use the tools on this list for work, and only with your work account.

Tool	Account to use	Approved for
[e.g. Microsoft Copilot]	[your work login]	[drafting, summaries]
[e.g. ChatGPT Team]	[company workspace]	[drafting, research]

Why the account matters: business plans let the organization control settings and usually keep your conversations out of model training. Free personal accounts often don't. Check each tool's data settings before you add it here.

4. Never put these into an AI tool

- Names, contact details or records of clients, patients, students or parents
- Health, financial or ID information about anyone
- Passwords, access codes or account numbers
- Contracts, pricing, or anything marked confidential
- [Add your own, e.g. unreleased plans]

Not sure? Leave it out, or swap real names for placeholders like "Client A".

5. Good uses

- First drafts of emails, posts and documents
- Summarizing public documents or your own notes
- Brainstorming ideas and outlines
- Rewording or translating your own writing
- [Add your own]

6. A person checks the output

AI tools make things up and say them confidently. Before anything AI helped with goes to a client, a parent, the public, or into a decision, a person reads it and checks the facts. That person is responsible for it, not the tool.

AI does not make final decisions about people, such as hiring, grades, discipline or eligibility for a service. [Adjust to your situation.]

7. Telling people AI was used

Pick one and delete the others:

- ☐ We say so when content is mostly written by AI.
- ☐ We say so when AI was used on anything sent outside the organization.
- ☐ We don't label routine drafting, but we never present AI output as expert advice without a person reviewing it.

8. Adding a new tool

Ask [owner] first. Before approving, they check where the data goes, whether it's used for training, who can see it, what it costs as use grows, and how to get your data out if you leave. Free list of 15 questions to send the vendor: **datalytiq.ca/vendor-questions**

9. If something goes wrong

If personal or confidential information went into a tool that isn't approved, or AI output caused a mistake that reached someone outside:

1. Tell [owner] within [24 hours]. Nobody gets in trouble for reporting.
2. Delete the conversation if the tool lets you.
3. [Owner] records what happened and decides whether anyone else needs to be told.

10. Schools only

- Student use is [allowed / allowed with the teacher's permission / not allowed] for [types of work]. Each course outline says which.
- Using AI where it isn't allowed is handled like [your existing rule on unauthorized help].
- Staff don't put student work, names or grades into tools that aren't approved.
- AI detection tools are not reliable enough to be the only evidence of misconduct.
- Many AI tools have a minimum age, and some need parental consent for minors. Check the terms before students use them.

If you're in Quebec

Four points in Law 25 apply directly to AI tools:

- **New systems.** Do a privacy impact assessment before you acquire, develop or overhaul a system that handles personal information (private sector act, s. 3.3).
- **Automated decisions.** If a decision about someone is made only by automated processing, tell them no later than when you tell them the decision. They can ask for a person to review it (s. 12.1).
- **Data leaving Quebec.** Many AI tools process data outside Quebec. Do an assessment first and have a written agreement (s. 17).
- **Incidents.** If an incident creates a risk of serious injury, notify the Commission d'accès à l'information and the people affected (s. 3.5).

Public bodies, including school service centres and CEGEPs, have matching rules in the Access Act (ss. 63.5, 65.2 and 70.1). This is a plain summary, not legal advice.

Want help rolling this out? I help small teams and schools pick the right tools, set simple rules, and train staff to use AI well. Book a free 20 minute call at **datalytiq.ca**.