

FREE POLICY TEMPLATE

AI Acceptable Use Policy

A practical, plain-English AI policy small businesses can put in place today.

Practical policy guidance. Not legal advice. Have an attorney review before formal adoption.

This is a starting template, not a finished legal document. Adjust it to fit your business, then review it with legal counsel before rolling it out.

1 Purpose & Scope

This policy explains how employees, contractors, and team members may use artificial intelligence (AI) tools while doing work for _____. It applies to any AI tool used for business purposes, including writing, research, coding, customer support, and data analysis.

2 Approved AI Tools

Only AI tools that have been reviewed and approved for business use may be used for work tasks. If you want to use a new AI tool, ask before you use it — not after.

Approved tools: _____

3 Prohibited Data

Do not paste or upload the following into public or unapproved AI tools:

- Confidential company information
- Customer information
- Financial data
- Source code
- Passwords, API keys, and login credentials

4 Human Review Requirement

AI can help draft and speed up work, but it does not replace human judgment. Anything AI-assisted that goes to a customer, gets published publicly, or affects a business decision must be reviewed by a person before it is sent or used.

5 Copyright & Original Work

AI-generated content should be checked for accuracy and originality before use. Do not present AI-generated material as entirely original creative work without review, and be mindful of copyright when AI tools reference existing material.

6 Responsible AI Use

Use AI tools to support your work, not to replace honesty, accuracy, or accountability. If you are unsure whether a use case is appropriate, ask your manager or IT/security contact before proceeding.

7 Policy Acknowledgement

I have read and understand this AI Acceptable Use Policy and agree to follow it while working on behalf of this business.

Employee Name

Signature

Date

WHAT'S NEXT

Whether you prefer to do it yourself or work with an expert, the goal is the same: reduce your risk before it becomes a business problem.

DIY PATH

Want the expanded tracker, policy templates, vendor inventory, backup checklist, and first-24-hours incident response worksheet?

[Get the Starter Kit →](#)

DONE-WITH-YOU PATH

Prefer an expert to help you roll this policy out and close any other gaps at the same time?

[Book a 30-Point Cyber Risk Assessment →](#)