

Staff AI Quick Card

Keep this at your desk. Ask your supervisor which AI tools are approved.
A sample to adapt to your Nation's own AI policy.

1. The community board test

Before you type anything into a free AI (artificial intelligence) app, ask: **would I pin this on the community board, for anyone to see?**

If the answer is...	Then...
Yes, it is already public	An approved public AI tool is fine. Example: wording a flyer for a public event.
No, or I am not sure	Keep it out of free AI apps. Use only the tribe's own approved AI system, and only for approved uses.
It is health, student, police, or child welfare information	Never in a free AI app, even with names removed.
It is cultural or sacred	Keep it out of AI unless your Nation's cultural review path has approved that use.

2. Four checks before you send

Check	What you do
Draft	Treat anything AI wrote as a first draft, never a finished product.
Check	Open each source and make sure it says what the draft says.
Make it yours	Fix mistakes, add what only you know, and make it sound like us.
Decide	You are the human in the loop. Decisions about people are yours, under your name.

3. Speak up

- If an AI tool shows you information you should not see, gets something important wrong, or acts on its own, stop and tell your supervisor and the IT (information technology) office right away.
- A call or video asking for money or new bank details, even from a voice you know? Hang up, call back on a known number, and have two people approve.

Name: _____ Date: _____

Signature: _____