AI Usage Policy: Do's and Don'ts for MyNonprofit

As we bring AI into our day-to-day work at MyNonprofit, it's important to use these tools in a way that helps us do our jobs better while sticking to our values. Here's a simple guide to make the most of AI without running into trouble.

By following these friendly guidelines, we can make sure AI helps us do our jobs better while keeping things ethical, secure, and aligned with MyNonprofit's values. Let's keep the conversation going and make the most of what AI has to offer!

Do's

1. **Use AI to Make Work Easier**
   - Feel free to use approved AI tools for things like writing drafts, summarizing info, or scheduling tasks.
   - Let AI help you brainstorm ideas or handle repetitive stuff like filling in forms.
2. **Double-Check AI's Work**
   - Always take a moment to review and fact-check anything AI suggests before you use it in emails, reports, or decisions.
   - Make sure what AI generates lines up with our mission and values here at MyNonprofit.
3. **Keep Sensitive Info Safe**
   - Be careful about putting personal or sensitive information into AI systems.
   - Only use AI platforms that have been given the thumbs-up by our data security team.
4. **Keep the Human Touch**
   - AI is here to help, not take over. Make sure to use your own expertise and judgment when AI suggests something.
   - Always have a human double-check important work before it goes out the door.
5. **Keep Learning**
   - Stay up to date by joining in on AI training sessions and sharing what you've learned with the team.
   - If you discover a cool AI trick, pass it on so everyone can benefit.
6. **Use AI Ethically**
   - Make sure your use of AI is fair and transparent, and keep an eye out for any biases in the AI's outputs.
   - If something doesn't seem right or fair, take the time to adjust it.
7. **Be Transparent**
   - Let people know when you worked with AI to produce something

Don'ts

1. **Don't Share Private Info**
   - Don't put confidential client or staff details into AI tools unless you're sure it's on a secure, approved platform.
2. **Don't Depend on AI for Everything**
   - AI is a tool, not a decision-maker and not a replacement for humans. Always use your own knowledge to double-check AI's work.
3. **Don't Use Unapproved AI Tools**
   - Stick to AI tools that have been cleared by your IT or security team to keep things safe and secure.
4. **Don't Break Privacy Rules**
   - Make sure everything you do with AI follows privacy laws like GDPR or HIPAA.
   - Be extra cautious when handling personal data to avoid any privacy breaches.
5. **Don't Skip Security Measures**
   - Don't turn off or ignore any security settings on AI tools. If you spot any issues, let IT know right away.
6. **Don't Plagiarize**
   - Make sure the content AI creates is original or properly credited.
7. **Don't Pretend**
   - Be upfront and transparent when AI has played a role in creating something.

Extra Tips

1. **Be Curious but Careful**
   - Explore what AI can do, but keep security and ethics in mind while you're experimenting.
2. **Share Your Experiences**
   - Whether AI has helped you or you've run into challenges, share your story with the team so we can all learn and improve together.
3. **Keep It Human**
   - Remember, AI is here to support us—not replace us. Keep personal connections and empathy front and center, especially when working with clients.